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| --- | --- |
| Key skills   * Microsoft   Command over operating windows XP Windows 2000 MS Word Excel Power point presentation   * Internet   Emails Browsing/searching  Education  MA. (Political Science) Institution: UST Bannu  Session: 2007-2009 Marks: 1170/1800 (1st Div)  BA. Political Science, Islamic Studies)  Institution: Gomal University DI Khan  Session: 2003-2005  Marks: 300/550 | **Summary**  To acquire a challenging position in a dynamic and ever-growing organization where everyone believes in common vision, teamwork, trust and respect for each other and where my educational qualification, skills and experience can be best utilized.  **Career history**  Precious Health Consulting (PHC)  Duties and Responsibilities:   * Worked in Extended Program Immunization (EPI) program. * Worked to monitor and support EPI technicians * Organised community sessions for program awareness * Mobilization in community by meeting community elders/influencers   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Associate CHIP Training Consulting, District Bannu  January 2018 - 2022  Duties and Responsibilities:   * Overall responsibility of data related HR activities, new inductions and sharing it onwards. * Hiring of staff and processing the disciplinary actions against staff. * Opening of bank accounts for new staff and processing salaries. * Maintaining Personal Files of individual employee and record keeping including sick and annual leaves. * Supervision and monitoring of the outreach activities e. g. community mobilization sessions and community engagement in the field and generating reports. * Pre and Post campaign Monitoring. * Monthly activities planner shared with upper management staff. * Report sharing with district office on weekly basis.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Surveyor

Khyber Medical University, Peshawar

September and October 2017

Duties and Responsibilities

* Assessment of health facilities in FR Bannu
* Data recording of daily OPD, staff deployed, physical condition and infra structure of the building.
* Data regarding water supply, electricity, furniture and ambulatory services.
* Compiled report sharing of all the data to the focal person KMU, Peshawar

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Temporary Tehsil Monitor (TTM)

World Health Organization (WHO), FR Bannu

November 2016 - July 2017

Duties and Responsibilities:

* Monitoring of the Polio campaign activities at UC level
* Identification of issues related to Polio vaccination and its possible solution
* Meetings with UC level staff e. g CHWs, MTs, A/I, LHWs and other staff involved in Polio vaccination campaign
* Checking the quality of vaccine and cold chain maintenance
* Checking the staff, logistics and planned target of the children under 5 in the micro plan
* Strengthening the coordination among different partners involved in the campaign
* Participation in evening meeting at UC level and Agency Surgeon office, Bannu
* Highlighting the N/A and refusals at UC level

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Community Mobilizer, Child Protection (CP)

Muslim Aid, Bannu, Pakistan

Aug 2015 to Mar 2016

Duties and Responsibilities:

* Orientation on the project scope, activities and targets set for the project life by the PM Child Protection (CP)
* Mapping of the designated areas to organize community awareness sessions
* Meeting with community elders to organize a committee for the involvement and representation of community
* Identification and establishment of Child Friendly Spaces (CFSs) at community level
* Submission of weekly and monthly planning and reporting
* Meetings with the fathers of the children enrolled in CFS
* Raising community and school awareness sessions with the help of IEC material
* Participation in various training on GBV prevention and management, Stress and stress management, IYCF and ICCM (under Health component)
* Celebration of Child Universal day and Women day
* Organized puppet shows at CFS to build confidence in TDP's children
* Handing over of CFS to the local community

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Community Outreach worker

Merlin International

September 2014 to April 2015

Duties and Responsibilities:

* Base line survey of IDPs in the catchment areas of Health Facilities selected in Bannu and meetings with community stakeholders.
* Identification of malnourished children in the area assigned via door-to-door visits
* Identification of a suitable venue and invitation to the community participants for conducting Health and Hygiene sessions in the community
* Collection of data of the malnourished children and guiding their parents towards the nearest health facility
* Assisting the MO in record keeping of these children, maintaining a proper queue of the patients and crowd controlling
* Preparation and submission of weekly and monthly planners
* Preparation submission of weekly and monthly reports

**Languages**

English, Urdu, Pashto

**References**

Available upon request