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| Key skills* Microsoft

Command over operating windows XPWindows 2000MS WordExcelPower point presentation * Internet

EmailsBrowsing/searchingEducationMA. (Political Science) Institution: UST BannuSession: 2007-2009Marks: 1170/1800 (1st Div)BA. Political Science, Islamic Studies) Institution: Gomal University DI KhanSession: 2003-2005Marks: 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

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* 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.

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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