

MUKHTAR AQIL

**Objective*s:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To work in an organization that offers a creative, dynamic and professional environment where my education training, professional skills and proven abilities can be fully applied to benefit organization and myself.

**PERSONAL DATA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**QUALIFICATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **S.S.C.** from BISE MALAKAND Session **2005**
* **F.Sc.** from BISE PESHAWAR Session **2007**
* **B.A**. from UNIVERSITY of PESHAWAR session **2009**
* **M.A.** from UNIVERISTY of PESHAWAR session **2012**
* **B.Ed.** from Federal Urdu University Karachi **2017**

**PROFESIONAL EXPERIENCE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **UNION COUNCIL OPERATIONS OFFICER CTC (Chip Training & Consulting) under WHO at Peshawar from July-2023 – continued.**

**RESPONSIBILITIES**

* Coordinate with UC-incharge on SIAs/operational planning, implementation, monitoring and evaluation.
* Implement key process indicators of SIAs at the UC level to achieve benchmark PCM and LQAS indicators
* In coordination with UC Incharge and UC Comms Officers Implement the operations at UC level in all phases of the campaign such as micro planning, training, UPEC, logistics, monitoring and supervision, and data assessment.
* Prepare SIAs logistics plan and assist the distribution of logistics among supervisor and workers.
* Implement training sessions (stall methods) of supervisors and workers.
* Assess UC In Charge in retention of finger markers and other logistics after the campaign.
* Ensure high quality of SIA implementation at UC to achieve benchmark PCM and LQAS pass result.
* Ensure sweeping activities as per national guidelines at UC level.
* Coordinate with respective EPI vaccinator and share the list of zero dose children with vaccinator including coverage tracking.
* Sharing the attendance, resignations and absenteeism issues of UC lower staff with competent authority of WHO and of CTC in timely manner.
* Implement any additional tasks/activities assigned by the supervisor.
* **UNION COUNCIL DELIVERY And OPERATIONS OFFICER with PEOPLE Organization under UNICEF at Peshawar from May-2022 – June-2023**

**RESPONSIBILITIES**

* Coordinate with UC-incharge on SIAs/operational planning, implementation, monitoring and evaluation.
* Implement key process indicators of SIAs at the UC level to achieve benchmark PCM and LQAS indicators
* In coordination with UC Incharge and UC Comms Officers Implement the operations at UC level in all phases of the campaign such as micro planning, training, UPEC, logistics, monitoring and supervision, and data assessment.
* Prepare SIAs logistics plan and assist the distribution of logistics among supervisor and workers.
* Implement training sessions (stall methods) of supervisors and workers.
* Assess UC In Charge in retention of finger markers and other logistics after the campaign.
* Ensure high quality of SIA implementation at UC to achieve benchmark PCM and LQAS pass result.
* Ensure sweeping activities as per national guidelines at UC level.
* Coordinate with respective EPI vaccinator and share the list of zero dose children with vaccinator including coverage tracking.
* Dealing all the HR related issues and coordinate with the concerned person.
* Implement any additional tasks/activities assigned by the supervisor.
* **DATA COLLECTION OFFICER with Apex Consulting Pakistan in UNDP Role of Law Project at swat and Bajaur for October 2021.**

**RESPONSIBILITIES**

* Visiting different Clusters for data collection.
* Interviewing People regarding role of law.
* Asking Individuals about their right and duties.
* Focus group discussion regarding role of law.
* Getting data in hard & soft form.
* Providing collected data to Head Office.
* **DATA COLLECTION OFFICER with Apex Consulting Pakistan in World Bank Project Of IMMUNIZATION COST AND BENEFIT OF SERVICE DELIVERY IN PAKISTAN for July And August 2020**

**RESPONSIBILITIES**

* Meeting with the District Health Officer For required information and permission for Collection Of Data from HCFs.
* Visiting Health Care facilities for data collection regarding immunization.
* Meeting with the incharge of the HCF.
* Getting data of the center regarding staff and logistics.
* Meeting with the EPI teams.
* Collecting data from EPI teams.
* Getting data of the children affected by the immunization or disease.
* Compile data and provided to office.
* **INTERNAL FIELD MONITOR (IFM) with APEX CONSULTING PAKISTAN**

**In PCM from FEB 2016- MAY 2018**

**RESPONSIBILITIES**

* Visiting the assigned clusters after the polio campaign.
* Monitoring the teams in the field.
* Observing the available logistics.
* The teams transport using by the team.
* Observing team methodology while interviewing the households.
* Noting team behavior with the respondent.
* Responsible for the collecting of valid and correct data.
* Also get the record of the households on the hard format and on ODK software as well.
* Visits for the validation to a specific area/cluster for recollection of data.
* Reporting the teams vise details to the Provincial Monitoring Coordinator via soft as well as on hard formats.
* Also e-mail the daily report to the Provincial Monitoring Coordinator.

* **SOCIAL ORGANIZER with CMDO PEHAWAR at SWAT & Bajaur (Merged District)**

**from MAY 2010- DEC 2010**

**RESPONSIBILITIES**

* Responsible for the delivery and reporting of social mobilization and trainings.
* They will actually undertake liaison, coordination and stakeholders consultation/meeting
* They will help the senior social organizers and continues assessment and planning in respect of security
* They will be responsible for social mobilization formation of community organization, village development organizations or local support organizations or any other form of community groups in the allocated districts.
* The will help the senior social organizers in the identification of community-training needs, assessment of the experience available with PO at local level and the organization of relevant trainings.
* They will help supervise exposure visits by the community organizations, responsible to check the daily/monthly/quarterly plans and reports of field workers, liaison with the relevant line department, NGOs, make harmony in all section for betterment implementation of programmed activities at field level.
* **SOCIAL ORGANIZER (SO) with BEST PESHAWAR at PESHAWAR**

**from AUG 2008- AUG 2009**

**RESPONSIBILITIES**

* To assist target community in organizing themselves into Food Distribution Committees in the UCs.
* To assist the target community through participatory methods to elect its chairman through democratic process.
* To develop trust, tolerance and co-operation among community members.
* To mobilize, motivate and encourage potential leaders to talk to their fellow community members about Food Distribution, its mechanism and strictly follow their turn as per distribution plan.
* To assist community members to identify their needs on food ration/distribution mechanismand to generate solutions, identifying priority issues and to analyze their problems.
* To let the community know on objectives of food distribution project, WFP’s role, IPs role and share any other relevant information i.e. food distribution plan etc. with IDPs.
* To inform the beneficiaries on food basket available during the day right in the beginning of distribution.
* To assist the IDPs and guide them according to the distribution mechanism.
* To keep close liaison with any other stakeholders within their capacity at the EDP.
* To assist the IDPs in cleaning their queries relating to their registration cards, ration cards etc.
* To make sure the distribution mechanism is strictly adhered to and the crowd is properly managed.
* To ensure precise and correct distribution of food commodities to IDPs.
* To perform any other duties assigned by authorities.

**TRAINING & WORKSHOPS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Participate in training of Cost and Services Delivery In Pakistan with APEX CONSULTING PAKISTAN
* Participate in trainings regarding polio monitoring with APEX CONSULTING PAKISTAN

**COMPUTERS SKILL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* MS Office.
* Internet browsing.

**LANGUAGES:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* English
* Urdu
* Pashto

**References:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name: Asif Khan**

Provincial Coordinator

Apex Consulting Pakistan

Cell: 03007103553

1. Name: Muhammad Fayaz

C/E CMDO Peshawar

Cell: 03008085798

1. Name: Muhammad Imtiaz

Tehsil Officer

Chip Training Consulting Peshawar

Cell: 03219063188

1. Name: Arbab Ifrhim

Advocate Peshawar High court

Cell: 03453000028