**NAILA KHAN**

***ADDRESS: Sheikh Abad No.1, Near Lahori gate Peshawar.***

***UNION COUNCIL: Sheikh Junaid Abad.***

**PERSONAL DETAILS:**

* Husband Name: RIAZ KHAN
* CNIC #: 17301-1360376-0
* Birth date: 30/08/1982
* Nationality: Pakistani
* Domicile Peshawar

**PROFESSION**

*Professional Humanitarian Worker with expertise in field of Immunization, Health Communication, Social Mobilization, Community Engagement, Social and Behavior Change communication and Capacity Building.*

**WORK EXPERIENCE**

**Year**  (April 2021 till date)

(Dec-2018 till March-2021)

**Organization**  PEOPLE Pvt. Limited

CHIP Training & Consulting Pvt. Limited

**(Global Polio Eradication Initiative)**

**Job Title** Union Council Communication Officer **(UCCO)**

***Responsibilities***

* Facilitate and pre–Campaign Trainings of Front Line Workers (FLW) on interpersonal communication (IPC) and counsel the staff regarding chronic refusal with support from community influencers for conversion and vaccination.
* Conduct Training Need Assessment (TNA) for FLWs and Communication staff through available data, field observation, monitoring feedback and regular campaign review with a special focus on communication.
* Provide on job training and support to Frontline Workers and Social Mobilizers
* Support and facilitate centralized induction/refresher training for Social Mobilizers and House to House Social Mobilizers
* UC Micro plan updated with social maps and UC profile.
* Social mobilization plans available for the UC for the campaign.
* Number of community engagement activities organized VS Facilitated and attended.
* 10% analysis of the tally sheets/ missed children lists per day during campaign done.
* Mobilization of influencers to accompany teams for refusal conversion.
* Refusals converted among recorded.
* Prepare evidence-based UC social mobilization/ CE plan and make it part of the UC micro plan.
* Regularly conduct and updated challenge mapping exercise.
* Assist in strengthening routine EPI in the assigned Union Council.
* worked as an UCCO with CTC in EPI/PEI program from 21 December 2018 to March 2021.

**Year**  (May 2018 till Dec-2018)

**Organization**  CHIP Training & Consulting Pvt. Limited **(Global Polio Eradication Initiative)**

**Job Title** Area Supervisor

***Responsibilities***

* Preparation and updating of Micro Plan for each campaign
* Conduct Training of CHWs/FLWs before each campaign
* On job training and support of CHWs/FLWs through supportive supervision
* Validation and verification of CHWs registration data
* Preparation of quality areas maps and ensure accurate route maps of CHWs/FLWs
* Participate/attend UPEC meeting, daily evening review meeting for progress, issue/challenges and required action
* Complete track record of vaccinated children, unvaccinated (missed children) and action plans
* Engage with refusal families regarding the vaccination of target children in the area.

**Year**  (August-2017 till April-2018)

**Organization**  CHIP Training & Consulting Pvt. Limited **(Global Polio Eradication Initiative)**

**Job Title** Community Health Worker **(CHW)**

***Responsibilities***

* Registration of Target children for vaccination
* Operational planning
* Vaccination of target children in the assigned area
* Disseminate key health related messages in the assigned area
* Keep track record of vaccinated children, missed children (NA and refusals)

**Year**

**Organization**  Peshawar Model School

**Job Title** Teacher

**EDUCATION Year Institution**

 **M.A** (2015) UNIVERSITY Of PESHAWAR

 **B.Ed.** (2010) A.I.O.U

 **B.A** (2003) UNIVERSITY Of PESHAWAR

**F.A** (2000) B.I.S.E PESHAWAR

**SSC**  (1998) B.I.S.E PESHAWAR

**COMPUER & IT SKILLS**

* Proficient in MS Office (Ms Word, Ms Excel, Power Point and Ms Access)
* Internet surfing

**RELEVANT OTHER SKILLS**

* Good Communication and Presentation skills.
* Excellent participatory training skills
* Team work and a team player.
* Clear written and oral communication skills.
* Proactive self starter with a positive outlook.
* Capable of working under high pressure.
* Highly responsible and reliable with loyalty.

**LANGUAGES**

 **Spoken Written Read**

ENGLISH Good Good Good

Urdu Excellent Excellent Excellent

Pashto Good Good Good

**REFERENCE**

 Will be provide upon need