**Najeebullah Malik**

  **Mobile: 0306-2879781**

 **Address: Address: Sunbine Apartment near Habib university Gulistan e**

 **johar Karachi Sindh**

**Personal Data:**

**Father Name:** **Ghulam Rasool Malik**

**Date of Birth:** **21-08-1994**

**CNIC:** **45105-6164906-1**

**Religion: Islam**

**Material Status: Single**

**Domicile: District Ghotki Sindh (Rural)**

**Nationality: Pakistani**

**Education:**

**OT Technician in 2019**

From SIUT Karach

**National freelance Training program Pakistan**

**Bachelor of Science (B.Sc) with (1stDivision) in 2019**

From Shah Abdul Latif University Khairpur.

**Higher Secondary School Certificate (H.S.S.C)with (1stDivision) in 2015**

From: BISE Sukkur

**Secondary School Certificate (SSC) with (1stDivision) in 2013**

From: BISE Sukkur.

01 Year Experience as OT Technician at SIUT Karachi.

**Employment and Work Experience:**

**Sindh Agricultural and Forestry Workers Coordinating Organization (SAFWCO)**

***(Field Officer– Ghotki - Sindh* )**

**From June 2019 to November 2019**

**Responsibilities Include:**

Responsible for Mobilizing the community through dialogue, awareness raising and using PRA/RRA tools to identify causes of local problems and their solutions.

Form Health management committee from the community for each BHU to take ownership and management at local level for the facilities.

Provide facilitation in the group formation, election of representatives, record keeping, internal saving mechanism and training/ capacity building of the HMC members

Ensure active community support for the project activities and ownership.

Facilitate the weekly meetings of these HMCs and participate from ORGANIZATION’s side.

Identify and proactively communicate any issues that might affect the project implementation and engage community support with guidance from the Provincial Coordinator and Sr. Program Officer to address the issues.

Collection and dissemination of information between communities, ORGANIZATION project staff and stakeholders.

Reporting the progress on regular basis

**Organization: HANDS (District Ghotki)**

Job Title: Project Associate (Sindh Community Mobilization Program)

Period: 2018 to 2019.

**Responsibilities:**

Research on project’s market conditions and trends and determine the economic impact.
Schedule and coordinate video conferences, speaking engagements, programs and meetings.
Support development of division protocols and policies. Coordinate and engage in departmental meetings and committees.

Manage projects from design and development to production. Strategize for contingency planning and risk mitigation and schedule project deliverables, milestones and goals.

Direct and monitor project engineering team and group conflicts.

Collect technical requirements for application installation from customer.

**Organization: HANDS (District Ghotki)**

Job Title: Social Mobilize WASH UN MCSRP

Period: 2016 to 2018

**Responsibilities:**

Social Mobilizer is responsible for mobilizing the community through dialogue, awareness raising and using PRA/RRA tools to identify causes of local problems and their solutions.

SM will form a health management committee from the community for each BHU to take ownership and management at local level for the facilities.

SM will provide facilitation in the group formation, election of representatives, record keeping, internal saving mechanism and training/ capacity building of the HMC members

SM will ensure active community support for the project activities and ownership.

SM will facilitate the weekly meetings of these HMCs and participate from ORGANIZATION’s side.

SM will identify and proactively communicate any issues that might affect the project implementation and engage community support with guidance from the Provincial Coordinator and Sr. Program Officer to address the issues.

Collection and dissemination of information between communities, ORGANIZATION project staff and stakeholders.

Reporting the progress on regular basis

Carry out other project related functional roles as requested and guided by Provincial Coordinator, Project Engineer and Sr. Program Officer. Other duties as assigned by Provincial Coordinator, Sr. Program Officer and Project Engineer

**Organization: World Vision International**

Job Title: Field Monitor (CMAM) emergency Response

Period: 2011-2012

**Responsibilities:**

Daily Monitoring of CMAM Reporting

Access to CMAM supplies

Check the Quality of CMAM services

Ensure that commodities are properly stacked

Work with the health staff to ensure that proper procedures for distributions are followed according to the approved ration scale

Complete and accurate commodity reports must be ready by the End of each day, week and month

Collect CMAM report from BHU

Ensure that BDL’s ,FMR, Daily stock register, stack card, dcvr ,physical inventory , COMMODITY Monitor’s reports, and Truck Inspection Reports are prepared and sent to the Distribution Coordinator on a regular basis

**Organization: World Vision International**

Job Title: Registration Team Leader (FFW)

Period: May 2011 to August 2011.

 **Responsibilities:**

Ensure criteria is followed strictly, assessments are conducted for needy and deserving community

Ensure people registration are delivered the required services as per assessments guidelines

Ensure beneficiaries are registration on CNIC in their villages.

Ensure VDCs are formed, households profile is maintained for each village.

Beneficiaries are registered on the given criteria.

Signing of TOP/MOU with village development committees before every scheme.

 Ensure that commodities are properly stacked on plastic sheeting and pallets at the

 distribution centre.

Ensure that distribution centre is properly organized and secured with ropes and that crowd control measures are put in places to ensure smooth distribution and flow of beneficiaries

**Computer Skills:**

MS Office (MS Word, MS Excel, MS Power Point, MS Access Information technology.

**Language:**

English, Urdu, Sindhi, Punjabi

**Reference:**

**Provided on Demand.**