



# Naveed Ali Khan

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Mohallah Umarzai Village and Post Office Kheshgi Payan Nowshera, Khyber Pakhtunkhwa

Nationality: Pakistani

Birthday: 05/01/1988

Marital Status: Married

Religion: Islam

CNIC: 17201-8895212-7

Driving License: 110000086580

Father Name: Marjan Ali

## Skill

Microsoft Office ◆◆◆◆◆

Written and Oral Communication ◆◆◆◆◆

Strong inter-coordination and team management ◆◆◆◆◆

Working knowledge of computers, email and other internet-based communication technologies ◆◆◆◆◆

Strong interpersonal communication skills ◆◆◆◆◆

Driving results and delivering on ◆◆◆◆◆

## Objective

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## Work Experience

**PEOPLE Pvt Ltd** 04/2021 - Nowadays  
Union Council Communication Support Officer

Planning and Organizing Awareness Activities Regarding Polio Vaccine and Routine Immunization Monitoring and Implementation Of Program Activities Different Trainings Facilitation HRMP Tracking and Mobilization Planning for Mobilization Activities Missed Children Tracking & Vaccination Key Influencers Identification and Utilization in Community Engagement Activities Community Engagement Sessions Challenges Mapping Data Based Activities Planning Reporting and Report Writing Support in Micro Planning Process Review and Validation Supporting in Data Analysis Preparing Communication and Mobilization Plan AICs and Teams Supervision & Monitoring

**CTC Pvt Ltd** 10/2017 - 03/2021  
Union Council Communication Support Officer

Planning and Organizing Awareness Activities Regarding Polio Vaccine and Routine Immunization Monitoring and Implementation Of Program Activities Different Trainings Facilitation HRMP Tracking and Mobilization Planning for Mobilization Activities Missed Children Tracking & Vaccination Key Influencers Identification and Utilization in Community Engagement Activities Community Engagement Sessions Challenges Mapping Data Based Activities Planning Reporting and Report Writing Support in Micro Planning Process Review and Validation Supporting in Data Analysis Preparing Communication and Mobilization Plan AICs and Teams Supervision & Monitoring

**World Health Organization** 09/2015 - 10/2017  
TTM-Data

Support DSO in AFP Surveillance Data and Filing Support PEOs in Daily Data and Record Keeping Collecting and updating Polio Campaigns data Writing reports on all phases of Polio Campaign Assist in campaign indicators data Assist in troubleshooting software and hardware Data entry of all monitoring clusters and data of campaigns Management and Updating of Surveillance Filing

## commitments

Building and maintaining sustainable partnerships



Respecting and promoting individual and cultural differences



Good organizational and managerial skills



**United Rural Development Organization**

03/2013 - 05/2013

Voter Mobilizer

Voter registration Preparing mobilization plans  
Community mobilization and engagement Voter awareness Meetings with elected representatives, stake holders and community elders Developing IEC materials To report all activities on FAFEN online portal

**United Rural Development Organization**

08/2012 - 02/2013

Internship

Assist District and Constituency Coordinators in different tasks like voter registration, voters awareness, community mobilization, online reporting and any other tasks assigned by program manager

## Education

**Diploma in Information Technology**

07/2017 - 08/2018

Modren Institute of Science and Technology Islamabad

1st

**Master of Education**

04/2015 - 09/2016

Abdul Wali Khan University Mardan

801

**Master of Science in Economics**

03/2015 - 03/2017

University of Peshawar

669

**Diploma in Physical Education**

02/2012 - 05/2013

Abdul Wali Khan University Mardan

698

## Reference

**Mehnaz Akhtar**

District Health Communication Support Officer • PEOPLE Pvt Ltd

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**Faisal**

District Communication Officer • PEOPLE Pvt Ltd

Tel: 03005882835

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