**Curriculumvitae**

· ***Bio-Data:***

***Name: Noman Ijaz***

***Father name: M.Ejaz Idrees***

***D-O-B : 11,Nov;1989***

***N-I-C #: 37405-3045418-7***

***Martial Status : Single***

***Gender : Male***

· ***Life Achievement:***

***To get a challenge and executive position in dynamic organization. Where I can utilize my potential, skills and abilities by hard work and continuous struggle .***

· ***Qualification:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr#** | **Degree** | **Board/University** | **Year** | **Subject** |
| **1-** | B.com | University of Punjab | 2011-12 | Finance / Accounting |
| **2-** | I.com | Rawalpindi Board | 2008-10 | Commerce |
| **3-** | Matriculation | Rawalpindi Board | 2004-06 | Science |

· ***Computer Skills:***

* ***Ability to work on Ms Excel,***
* ***Ability to work on Ms Word , Ms Power point as well reporting.***
* ***Ability to create work plans, Monitoring reports of projects.***

· ***Experiences:***

* ***1 year worked in Unilever as (DMR).***

* ***3.5 years worked in Gerry`s international (Visa Drop box)as (CSE).***

1. ***Customer handling for visa application process.***
2. ***Operational worked shared E-mail to manager & maintain Records.***
3. ***Member of Quality Check Department with Senior Managers for final endorsement of Application to Embassy.(Italy,India ,Thailand &Malaysia)***

* ***Worked as Union council polio officer at I-11 ISB as third party contract (APW) project of WHO from Dec;2016 to Jan;2019.***
* ***Currently Working with CTC (funded by WHO)as UCPO at I-11 ISB from Feb2019 to till date.***

1. ***Technical support to Govt. for UPEC, pre ,intra & post campaign activities at UC level for preparation of Micro plan.***
2. ***Data analysis after SIA activities .***
3. ***Supported Data Management of COVID -19 at NIH & NEOC***

***(ISB ).***

***D. Assist for AFP Surveillance in Paec, Nescom & SSH hospitals with IOs .***

* ***Awards:***
* ***Nominated as best Employee of the Quarter month in Gerry’s International (2016).***
* ***Appreciation certificate for best performance in polio program by ICT administration Deputy commissioner of ISB in ( June;2019)***

· ***Languages:***

***English***

***Urdu***

***(both writing & speaking )***

· ***Contact Details :***

***Cell # : 0323-5319559 ,***

***E-mail :Nomanejaz89@gmail.com***

***Address: H#55 Azeem colony sector 4-B khayban e sir Syed Rawalpindi***

· ***Reference:***

***Reference will be provided on demand***