*Pir Syed Aitazaz Ali Shah*

***S/O*** *Syed Hidayat Ali Shah*

***NIC:*** *17301-0216185-1* ***D.O.B:*** *22nd March 1989*

***Add:*** *House # 771 Street # 34 Sector D-4 Phase 1 Hayatabad Peshawar.*

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***Career objectives***

*To obtain a position with a prestigious organization where I can enhance my professional experience, skills & expertise in a challenging environment.*

***Educational Qualifications***

***2006-2010 Cecos University.***

***B.Sc. Electrical Engineering***

*Obtained 72% marks.*

***2004-2006 P.E.F post graduate College Peshawar***

***F.Sc pre-engineering***

*Obtained 71% marks.*

***2003-2004FG Boys public High School Khyber road Peshawar***

***Matriculation***

*Obtained 64% marks.*

***Mini projects***

*1st prize in first year mini project Tank Level Indicator.*

*1st prize in 2nd year mini project Solar Light Tracking System.*

*3rd prize in 3rd year mini project Yagi-uda Antenna*

***Final year project***

*PLC(programmable logical controller) based Automated Car Parking.*

***Experience***

***Organization***

*PROFESSIONAL EMPLOYERS PVT. LTD, PESHAWAR, PAKISTAN* **(UNICEF)**

***Tenure***

*1 Apr, 2021 till date*

***Major duties***

*Union Council Communication Officer UCCO (UC Hayatabad 1)*

* *Monitoring of Polio campaign.*
* *Social Profiling of Union Council.*
* *Community Sessions (Meeting With Elders / Community Members)*
* *School Sessions.*
* *Corner Meeting with Local Nazim’s/Councillor.*
* *Supervision of Microplan preparation.*
* *Area in Charge and Teams Trainings.*
* *Maintain filing system electronically.*
* *Maintain filing system hard form.*
* *Field validation of Microplans.*
* *Desk validation of Microplans.*
* *Meeting With Health Care Providers.*
* *Preparation of documentation: Field and Desk Validations Reports, Comparative Analysis Reports, Social Profile of UC and Sessions Reports.*

***Organization***

*CHIP TRAINING & CONSULTANCY, PESHAWAR, PAKISTAN* **(UNICEF)**

***Tenure***

*15 Sept, 2020 till 31Mar, 2021*

***Major duties***

*Union Council Communication Officer UCCO (UC Hayatabad 1)*

* *Monitoring of Polio campaign.*
* *Social Profiling of Union Council.*
* *Community Sessions (Meeting With Elders / Community Members)*
* *School Sessions.*
* *Corner Meeting with Local Nazim’s/Councillor.*
* *Supervision of Microplan preparation.*
* *Area in Charge and Teams Trainings.*
* *Maintain filing system electronically.*
* *Maintain filing system hard form.*
* *Field validation of Microplans.*
* *Desk validation of Microplans.*
* *Meeting With Health Care Providers.*
* *Preparation of documentation: Field and Desk Validations Reports, Comparative Analysis Reports, Social Profile of UC and Sessions Reports.*

***Organization***

*PROFESSIONAL EMPLOYERS PVT. LTD, PESHAWAR, PAKISTAN* **(UNDP)**

***Tenure***

*2 Dec, 2019 till 30 Sept, 2020*

***Major duties***

*Local Government Ambassador*

* *Administrative Tasks assigned by the District Coordinator.*
* *Data compilations and analysis for District Coordinator.*
* *Support and maintain filing system electronically and in hard form.*
* *Community Mobilization.*
* *Corner meetings with community elders.*
* *Community Sessions.*
* *Teachers Sessions.*
* *Students Sessions.*
* *Corona Awareness Sessions / Meeting with Religious Leaders.*
* *Mosque announcements.*
* *Mega Phone announcements.*

***Organization***

*IQRA NATIONAL UNIVERSITY, PESHAWAR, PAKISTAN*

***Tenure***

*3 Dec, 2018 till 1st Dec, 2019*

***Major duties***

*Lab In-charge*

* *Administrative Tasks assigned by the Coordinator/Head of Department.*
* *Lab Lecture on Multi-Sim/ Digital Logic Design.*
* *Examination Duties.*
* *Preparation of Excel data sheets.*
* *Preparation of Presentations.*

***Organization***

*WORLD HEALTH ORGANIZATION, PESHAWAR, PAKISTAN*

***Tenure***

*20 Sept, 2018 till 2 Dec, 2018*

***Major duties***

*Data Temporary Tehsil Monitor (DATA TTM)*

* *Support programme in maintaining and updating a proper computerized information system.*
* *Assist in obtaining coverage data from all UC in the district and its timely compilation and sharing with the Supervisor.*
* *Support programme in analysing data.*
* *Identify problems/inaccuracy in data files and inform the supervisor for timely corrections.*
* *Support Field teams in resolving their data issues.*
* *Support and maintain filing system electronically.*
* *Support and maintain filing system hard form.*
* *Maintaining of Zero Reports of the district.*
* *Maintaining of Weekly Outreach Coverage.*
* *Assisting Program Data assistant in conducting of interviews for the post of Data TTMs.*
* *Assisting Program Data assistant in training of newly hired staff regarding ongoing activities.*
* *Preparation of Presentations.*
* *Preparation of documentation: Progress reports, Comparative Analysis.*

***Organization***

*ABDUL WALI KHAN UNIVERSITY, MARDAN, PAKISTAN*

***Tenure***

*21 Nov, 2016 till 29 June, 2018*

***Major duties***

*Demonstrator (Directorate of Works)*

* *Assist in evaluation of PC-1 documents for technical, financial and economic feasibility of schemes and providing feedback for working paper preparation for approval forum in collaboration with other key personnel.*
* *Collect, analyze, and compile relevant data and Monthly progress reports from relevant Contractors/Departments for process planning and consideration for future funding from ADP.*
* *Analyze and review Monthly progress reports pertaining to ADP from concerned Contractors/Departments and provide feedback for working paper preparation for various meetings*
* *Provide administrative assistance to Assistant Director with regards to policy development, analysis and planning.*
* *Assist with project budget preparation and maintain financial control of schemes in their respective sector in terms of cost, allocation, releases, expenditure etc.*
* *Supervision of 2.5 MW Power Plant at Garden Campus AWKUM.*
* *Supervision of Under Ground HT Line at Garden Campus AWKUM.*
* *Preparation of documentation: Tender Documents, Comparative Statements, Progress reports and Presentations.*

***Organization***

*WORLD HEALTH ORGANIZATION, PESHAWAR, PAKISTAN*

***Tenure***

*1 Oct, 2014 till 9 Nov, 2016*

***Major duties***

*Union Council Polio Worker UCPW (UC Sufaid Dehri)*

* *Monitoring of Polio campaign.*
* *Evaluation of work done through clustering.*
* *Community Sessions (Meeting With Elders/Community Members)*
* *School Sessions.*
* *Corner Meeting with Local Nazim’s/Councillor.*
* *Supervision of Microplan preparation.*
* *Area in Charge and Teams Trainings.*
* *Maintain filing system electronically.*
* *Maintain filing system hard form.*
* *Maintaining of Zero Reports of UC.*
* *Maintaining of Weekly Outreach Coverage of UC.*
* *Field validation of Microplans.*
* *Desk validation of Microplans.*
* *Surveillance.*
* *Preparation of documentation: Field and Desk Validations Reports, Comparative Analysis Reports, Clusters Reports and Administrative Coverage Reports.*

***Organization***

*WORLD HEALTH ORGANIZATION, PESHAWAR, PAKISTAN*

***Tenure***

*1 Jan, 2014 till 1 Sept, 2014*

***Major duties***

*TTSP (UC Sufaid Dehri)*

* *Monitoring of Polio campaign.*
* *Evaluation of quality of work done through clustering.*
* *Community Sessions (Meeting With Elders/Community Members)*
* *School Sessions.*
* *Corner Meeting with Local Nazim’s/Councillor.*
* *Supervision of Microplan preparation.*
* *Area in Charge Trainings*
* *Teams Trainings.*
* *Field validation of Microplans.*
* *Desk validation of Microplans.*
* *Preparation of documentation: Cluster reports, Field and Desk Validation Reports.*

***Organization***

*PTCL (Khyber Exchange Peshawar).*

***Tenure***

*2 Months*

***Major duties***

* *ZTE equipments Study*

*(Study of different modules and there working)*

* *Huawei equipments Study (NGN)*

*(Study of different modules and there working)*

***Organization***

*PCSIR (Peshawar).*

***Tenure***

*3 Months*

***Major duties***

* *UPS Modules*

*(Checking and Installation)*

* *Fault detection in different machines*

*(Grinding, Packing machine etc.)*

***Interests***

*Travelling, Web surfing and listening music.*

*References available on request.*