**REHMATULLAH**

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# Summary

I did My M.sc In Sociology from International Islamic University Islamabad (IIUI) I have overall 8 years’ experience in development Sector in remote area of Pakistan Baluchistan especially District Pishin with different organization Such as CTC, BRDRS, SEHER, and BRSP in various position. I have good communication, writing, drafting, team Management and Mobilization Skills.

# Objective

To work with an organization which enhance my ability and where I can use my academic and technical experties to enhance and grow up my professional carrier.

# Education

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| **QUALIFICATION** | **INSTITUTE** | **YEAR** |
| M.Sc Sociology | International Islamic University Islamabad **(IIUI)** | 2011-2013 |
| B.A | University of Balochistan | 2010-2011 |
| Intermediate | Baluchistan Board | 2006-2008 |
| Matriculation | Baluchistan Board | 2005 |

###### Professional Experience

Designation: UC POLIO OFFICER (UCPO)

Period: May 2017 till date

Organization: CHIP Training & Consulting Pvt. Ltd.

Location: UC Bostan, District Pishin

**MAJOR RESPONSIBILITY:**

1. **Pre-Campaign**
* Micro-planning: - Assist in preparation and updating SIA micro-plans. Validate the micro-plans in the field. Help in identifying and mapping high-risk areas in the specific UC.
* Assist in selection of appropriate vaccinators as per given criteria and in their distribution as per need.
* Assists in monitoring of timely distributions of DDM cards. Ensure that cards are filled properly and upon completion of campaign their submission to the provincial office for further processing.
* Follow up and report to PEO on timely payment of incentives to the frontline workers.
* Trainings: - Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors.
* Partnership and Coordination: Promote partnership with all influencing factors at UC level in support of SIAs.
1. **Campaign Implementation**
* Monitoring: - Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO
* Data collection: and analysis: - Collect and collate the tally sheet data from the area of responsibility on daily basis.
* Ensure proper implementation of SIAs with special attention to hard-to-reach areas and under- served high risk populations.
* Attend the daily evening review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign.
* Participate in preparation of realistic catch-up plans for missed children and monitor their implementations.
* Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results.
1. **AFP surveillance:**
* Collection and submission of weekly zero reports from all HCFs in their UC to DHO every Monday.
* Visiting all priority 3 AS sites and assigned informal healthcare providers, to inquire about AFP cases
* Visiting all health facility Focal Persons in the UC to inquire about AFP cases recently admitted
* Immediate reporting of any AFP case found to the PEO/ DSC
* Facilitating in AFP cases investigation and stool sample collection
* Any other task assigned by the Provincial Team Leader

**Social Mobilization Officer**

Period: May-2016 to April-2017

Organization: BRDRS

Project: Global Partnership for Education (GPE)-Balochistan Education Project (BEP)

Location: Killa Saifullah

**Primary Responsibilities.**

* Prepare and submit monthly work plans to the Regional Coordinator
* Make regular visits to the School/village to implement, support and supervise the project activities
* Conduct and participate in regular PTSMCs meetings at school for ensuring students and teachers attendance, enrollment, retention and prevention of dropout from the schools
* Submit Weekly/Fortnightly/Monthly reports of the field activities to the Regional Coordinator
* Any other task assigned by the project team

**Additional Responsibilities;**

* Introduce the program and conduct the initial dialogues with the rural community in selected areas.
* Community mobilization & organization in the respective areas of project interventions.
* Carry out data collection and conduct baseline surveys & need assessments.
* Collect socio-economic data for situation analysis and facilitate the people in COs formation.
* Develop the area development plan together with the COs.
* Attend regular and special meetings of the COs and help the COs in need identification and assist them in opening and operating savings accounts in local banks.
* Provide assistance in linking the COs with local line departments for provision of services and maintain regular follow-up.
* Prepare periodic progress reports of COs activities in the area and collect other requisites information of sect-oral activities.
* Facilitate community organizations in conducting monthly meetings and ensuring community participation in the meetings by working closely with them.
* Organize training events for COs members on LMST, FMT, SM and CMST.
* Build the capacity of the COs by training them in record keeping, minutes recording, resolution drafting etc.
* Regular follow-up on the activities of COs, decisions of community organizations and securing assistance of line department staff of the area to respond to the issues of communities on Health and Education.
* Provide regular feedback to the district office for action and improvements at the district level.
* Assist in arranging orientations, workshops or celebration of International days at Union Council & District Level for different stakeholders.
* Assist Project Assistant in liaison with line departments for seeking strong coordination & participation in project activities, progress sharing, planning & devising strategies for synergizing the collective efforts taking in loop the community for sustainability of the project & its continuum at grassroots level for achieving the project objectives.
* Compilation & submission of daily field reports or any duty assigned by the Project Coordinator related to the project activities

Designation: Social Organizer

Period: March 2015 to April 2016

Organization: SEHER

Location: UC Bostan District Pishin

**MAJOR RESPONSIBILITY**

* Community Organization formation at village level
* Meeting with Community Organization
* Problems identification and analysis with COs
* Facilitate Development intervention identification at the village level
* Proposal preparation of community Organizations for their immediate problems
* Coordination meetings with Cos and other stakeholders at various level in the districts
* Progress Review meetings
* Facilitate Cos in Record keeping and documentation at the village level
* Work planning of the project activities on weekly, monthly and quarterly basis
* Development of Success stories and case studies of the projects at the districts level
* Any other task assigns by the supervisor

Designation: MARKETING OFFICER

Period: June 2013 to Aug 2013

Organization: Faisal Bank

Location: Islamabad, Pakistan

**MAJOR RESPONSIBILITY**

* Visiting of Bank Costumers in the coverage area of Bank
* Costumers mobilization
* Profile preparation of customers
* Loan case management and arrangement
* Coordination with all costumers about their submitted loan cases
* Facilitate senior management for the approval of Bank loans
* Information dissemination of Bank loan policies in the coverage area
* Any other task assigns by the supervisor

Designation: HEALTH Supervisor

Period: June 2011 to December 2011

Organization: BRDRS

Location: District Musakhail

**MAJOR RESPONSIBILITY**

* Basic health Unit site identification at Union Council in District Musa Khel
* Conduct community meeting for provision missing facilities at BHUs
* Provision of Medicine to the selected Basic Health Units in the UCs
* Facilitate the provision and availability of BHUs staff voluntarily
* Coordination with Health and district line department at the district level
* Reporting and Monitoring of the Project activities
* Documentation and record keeping of the project activities
* Planning and Progress sharing review meetings of the Project staff
* Any other task assigns by the supervisor

Designation: SOCIAL ORGANIZER

Period: June 2010 to June 2011

Organization: BRDRS

Location: District Qilla Saifullah

**MAJOR RESPONSIBILITY**

* Community Organization formation at village level
* Meeting with Community Organization
* Problems identification and analysis with Cos
* Facilitate Development intervention identification at the village level
* Proposal preparation of community Organizations for their immediate problems
* Coordination meetings with Cos and other stakeholders at various level in the districts
* Progress Review meetings
* Monitoring and reporting of the project activities
* Facilitate Cos in Record keeping and documentation at the village level
* Work planning of the project activities on weekly, monthly and quarterly basis
* Development of Success stories and case studies of the projects at the districts level
* Any other task assigns by the supervisor

Designation: SUPERVISOR

Period: August 2009to Dec 2009

Organization: BRSP

Location: Muslim Bagh District Qilla Saifullah

**MAJOR RESPONSIBILITY**

* Beneficiaries data collection at Union Council level in Muslim Bagh
* Beneficiaries data entry in the system
* Verification of authenticity of the collected data
* Monitoring and supervision of the data collection process at the UCs level
* Reporting of the beneficiary’s data to the head Office Islamabad
* Conduct coordination meetings of the project staff at the district level
* Conduct Progress review meetings of the project staff
* Any other task assigns by the supervisor

Designation: FIELD WORKER

Period: August 2008 to June 2009

Organization: BRDRS

Location: District Musakhail

**MAJOR RESPONSIBILITY**

* Formation of Community Organizations
* Problems identification of the communities
* Conduct trainings for COs in the villages in the district
* Coordination with communities and stakeholders
* Reporting Planning of the project activities at the district level
* Documentation and record keeping of the project activities
* Conduct progress review meetings
* Any other task assigns by the supervisor

###### COMPUTER SKILLS

* MS Office, MS Windows XP, 7 and 8
* Hardware and Software (Windows, Software and other Drivers Installation)
* Internet (Browsing, E-mail etc)

###### TRAINING/WORKSHOP

* Training on Micro-Planning for SIAs
* Training on IPC skills
* Training data collection, data management, data analysis and Time Management
* Training on Cluster taking, tally sheet, Micro census etc.
* Carrier Building
* Gender Justice and Reproductive Development
* CCB Proposal Writing
* Reproductive health and gender
* Report writing
* Gender Justice and Development
* Leadership and Governance
* Globalization and its impact on indigenous culture

# LANGUAGES

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| --- | --- | --- | --- |
| **LANGUAGES** | **SPEAKING** | **READING** | **WRITING** |
| English | Good | Good | Good |
| Urdu | Excellent | Excellent | Excellent |
| Pashto | Excellent | Excellent | Excellent |

# PERSONAL INFO:

#  Father’s Name: Haji Ghulam Muhammad

Surname: Kakar

Date of Birth: 04, June, 1987

District: Pishin

Religion: Islam

Nationality: Pakistani

Marital Status: Married

###### REFERENCES

Will be provided on demand