



CURRICULM VITAE:

Name: Sabab-ud-din.

S/O: Mahmood.

Religion: Islam.

Nationality: Pakistani.

Nic#: 21505-6766469-1

Domicile: NW TD.

Date of birth: 13-04-1988

Blood group: B+ve

Marital status: Married.

Present Residencial Adress:

Haiderkhel, Tehsil & Post office Mirali NWTD.

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E-mail address: Sababdawar3@gmail.com



Dear Sir/Boss,

Hope that you will be fine & okay,

I have come to know from reliable resources that some post are vacant in you department/organization (NGO). I have one year teaching experience as lecturare in Govt commerce college miranshah,employment with community appraisal & motivation programme (CAMP) NGO,as social organizer in community for change project (CFC), employment in World vision UMKORE cash grant project with MUSLIM AID NGO,as social organizer(SO).Now from the last three years working with cheap training & consulting (CTC) in community based vaccination polio eridication initiative(PEI) programme as unit supervisor & two years as UCO in the same PEI programme in UC Mirali2.Have performed Multifunctional responsibilities such as but not limited to team leader, Trainer, mobilizer, Adviser, financier, Human resource management, Administrator, coordinator, trainer and Reporter from the last nine years.Perform a role as a leader of Waziristan society in university and also remain a president of FATA.

Keeping in view my experience and job requirement, I think I am suitable candidate for this post. Attached is my CV and covering letter for more detail. You can contact me on my address. Looking forward to hear from you soon.

With best regards,

SABAB-UD-DIN

Village HaiderKhel, UC Mirali2, Tehsil and post office Mirai, NW TD.

Objective:

Energetic, innovative, facing and accepting challenges of life as adventurist. Devoted to the jobs over assigned, committed to the goal allocated and courageous enough to achieve the objective in brave manners. Always accommodative and adjustable to the changed circumstances, selfmotivated and desirous to work as team member with sportsman spirit as a first and last player in all format of the games.



Academic Record:

S#	Name of Degree	Board/university	T/M	O/M	G/D	% age	Year/session	Major
1	M.B.A	Agriculture university Peshawar	4 GPA	3.08	B/1 st	70.21	2008,2009	Finance
2	Med(Master in education)	University of science and technology Bannu.	1000	774	A/1 st	77	2010,2011	All education related subject.
3	MA(Islamiyat)	University of science and technology Bannu	1100	698	B/1 st	63.45	2014,2015	All Islamic subjects related with.
4	MA Political Science	BUST Bannu					2017, 18	
5	Bsc	Gomel university DI khan	550	286	C/2 nd	52	2007	Science group
6	Bsc(sociology)	Bannu university of science and technology	150	54	D/3 rd	36	2010	All subjects related with sociology.
7	Bed(bachelor in education)	Bannu university of science and technology	1100	535	C/2 nd	48	2009,10	All subject related with education in bachelor.
8	F.Sc	BISE Bannu	1100	774	A/1 st	70.36	2006	Science group
9	DIE(Diploma in education)	DCTE Abbottabad	1500	993	B/2 nd	66.2	2007,2008	All subject related with education.
10	SSc	BISE	850	535	B/1 st	62.94	2003	Science group
11	MS office	FVO					2009	Words excel and power point.
11	English language	FVO					2009	Reading, Writing and conversation.
12	Peach tree	KIPS					2013	Peachtree accounting
13	Quick book	KIPS					2012	QuickBooks accounting
14	Tally	KIPS					2013	Tally accounting
15	Safety officer	NEVTAC	200	197	A1/1 st	98.5	2015	Related to safety in org
16	Material testing	CCTI(Islamabad)	200	136	A/st	68	2010	Test related to construction
17	DIT	Ppc bannu	1400	1033	A/st	73	2015,16	Computer related
18	NEBOSH	Islamabad	112	200	1 st	56	2022	Safety General



Trainings with Govt Deptt/NGOs.

Training with organization/ NGOs:

Organization: Community Appraisal and Motivation Programme(CAMP).

Project: community for change (CFC), working on FCR.

Location: North Waziristan Tribal District.

2. Training on project planning and management in CFC project with CAMP NGO (3 days).
3. Training on communication skill (3days).
4. Training on lobbying and advocacy (3days).
5. Training on Conflict resolution (3days).
6. Training on behavior change communication(BCC) 3days.

Organization: MUSLIM AID.

Project: world vision (umkore cash grant).

Location: Bannu for IDPs of North Wazirisistan Tribal District.

Training: Security management and crowd controlling in emergency project.

EXPERIENCE: Nine (9) Years.

11 years experience in different national, multinational and government organization and Institutions:

Experiencr as lecturare:

NIP (National internship program). One year lecturership in government commerce college Miranshah as lecturare.

NGO/ ORGANIZATIONS,INSTITUTIONS.

Community Appraisal and motivation Programme (CAMP).

Designation: Social Organizer and also perform a role as a monitoring officer



Location: North Waziristan Tribal District.

Duration: Three years.

Performing major responsibilities & tasks as Social Organizer:

Social organizer is the back bone of the project.

Need base assessment in the assign area.

Social mapping.

Communication with keys influencers & community.

CBOs formations.

Community engagement activities.

Reporting to coordinator and SSO of day to day activities.

Reporting to the concern officer.

Efficient & affective use of finance & manpower.

Monitoring officer:

Perform major responsibilities as monitoring officer.

Point out the issues & diffiency of the project activities & reporting and comunicating the issues and diffiency with concern officer on time and daily basis.

2: Organization: MUSLIM AID.

Project: World vision UMKORE cash grant.

Designation: Social Organizer.

Location: Bannu.

Duration: Three years.

Major responsibilities as social organizer:

Assessment for the cash project.

Social mobilization.

Social mapping.

Meeting with key influencers & community.



Community based organization formation(CBOs).

Cash distribution.

Reporting of the activities on daily, weekly and monthly basis.

Monitoring & reporting officer:

Major responsibilities of the project reporter:

To share the feed back of the report of the on going project activities with concern officers on daily,weekly & monthly basis.

Polio Experience:

Organization CTC(Cheap Training and consulting).

Designation: Unit Supervisor/Union communication support officer:

Duty station: UC Mirali2, Tehsil Mirali NW TD.

Duration: Five years (2017 to 2022).

Major Responsibilities performing as Unit Supervisor in PEI, CBV programme with CTC:

On daily basis Communication and activities report sharing with concern,DHCSO, CBV managerand also with other concern officers of WHO, UNICEIF & others government & partners organization.

Main three types of activities performing as a US/UCO:

1. Precampaign activities.
2. Intra campaign activities.
3. Post campaign activities.

In pre camoaign activities the following responsibilities & duties were performing:

. Support of AS,CHWs & FCWs in:

1. Micro census, validation and verification of the census of the teams.
2. Field books updation were checked and verified the field books of the teams.
3. Area and UC level MP preparation and validation.

As a US and UCO ,performing the activities & responsibilities in pre campaign were:



4. Social mobilization, performing CE activities, corner meeting with the head of different institutions like head of the school, maliks, Molvi, school awareness session and politicians and also with refusals parents.
5. CE activities, community engagement activities were performing on challenge mapping basis where more refusals were reported.
6. Team training, As master trainer in the AS and teams training.
7. Logistics receiving, Were Received and distributed logistics .
8. UC level MP preparation, was preparing and validating MP.
9. Attending TPEC meeting, Attending TPEC meeting and presenting the issue during previous campaign and expected issues in the coming campaign.
10. MP field & desk validation, were also validating MP field and desk.
11. Submitting MP to DEOC.
12. Submitting MP to CP.
13. Sharing security plan with security focal person.

Perform responsibilities during campaign as US/UCO.

1. Insure supportive supervision of all work force by AS.
2. Ensure timely logistics receiving for campaign of his/her UC.
3. Supervision & monitoring of AS & CHWs.
4. Share field feed back with AS/CHWs/FCWs after monitoring supervision & correction of mistake on the spot.
4. Data analysis after AS compilation.
5. Maintenance of vaccine record.
6. Join tehsil evening meeting & sharing of issues.
7. Timely data sharing & submission with DPCR & IDIMS inform of missed sheets, zero doses sheets & 2B Form 100%.
8. Timely submission of monitoring tools & checklist in form of clusters.

Post Campaign responsibilities as a US:



1. Ensure all AS implement extended catch up for vaccination of still missed children & refusals.
2. Updation & maintain a missed children log book after every campaign at AS level.
3. Gather data on reason from missed children and develop & implement data driven community engagement plans for chronic missed children.
4. Ensure recorded missed, covered & still missed children data & on timely submission on IDIMS/ polio info online data application(i.e on 7th,14th& 23 rd day of campaign respectfully).
5. Conduct market & other serveys.
6. Post campaign review meeting with AS in breif on the gaps, action & ways forward plans, etc.

Other tasks performing as US:

1. Quarterly desk & field review of micro census to plug gaps through third party field monitoring.
2. Follow up & adress gaps/issues highlighted in third party field monitoring report with area & HH level work.
3. Undertake activities to strengthen EI.
4. Follow up & recording of zero doses EI children by CBV/FLWs/CHWs workers & follow up & coverage it in outreach activity with local EPI technician. Were supporting, helping of EPI technician in providing data, micro plan formation, mosque annoucing, social mibilization and door to door in routine vaccination . Performing & playing a key role in EI.
5. Support in the emergency response to new polio cases & newly infected areas in the district.
6. Highly focus on HRMP.
7. Also reporting & sharing the EI cases in form of measles, deptheria, tetanus, fatigue, Hapatitus, congo & similar all other diseases timely reporting & sharing with DHCSO, CBV Manager, PEO & DHO.
8. Supporting, reporting, share & communicate to health, UNICEIF, WHO & line deptt in the recent emergency situation of COVID 19 and gave updated data of foreign abroad coming peopMajorle, tabliha masjid and corona patients.

Also perform a duty as TTM in the recent MOPV2, CR campaign of August,2020 on the instruction of PEO Dr Khandat khan.

9. Also receive experience & appreciation certificate from CTC on behalf of best performance.

Now from the last four months working with CTC as UCCO in UC Mirali2.

Major Responsibilities as Union Council Communication Officer:

1. Pre, intra & post SM activities.



2. Timely reporting, challenges in communication activities.

3. Supportive supervision of the health deptt & FLWs.

Organization WHO:

1. Worked with WHO as independent monitor (IM) from the last one years.

Responsibilities performed:

1. HH clusters taking.

2. Monitored teams, AS, FLW and filing all the checklist and identify issues and sharing with district coordinator.

3. Uploading clusters on NEOC app.

Computer skill:

Best command on Microsoft office (words, excel, access, and power point) and expertism in internet.

References:

Arif Kamal sb: NSTOP NWTD.

Contact#: 03330280002.

ComNet officer FATA: Medy Hussain sb.

Cell: 0300-9147296



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