

Curriculum Vita

SAID SHAH

Bio data

Father Name Nazir Shah
DOB: 2nd Sep 1986
NIC: 21201-4888189-3
Email: shahafridi01@yahoo.com
Permanent Address: Sarhad Children Academy , Arjali Nadi , tehsil bara district khyber
Postal Address: Flat C8 2nd Pak Trade Centre Near Peshawar 2 CNG, Karkhano Market, District Peshawar
KPK Pakistan.
Mobile: 0333-920-8970

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, to fully utilize my training and skills, while making a significant contribution to the success of the Organization.

ACADEMIC PROFILE

Masters of Public Health Session (2019---2022)
Course work completed ... (Thesis result Awaiting)
Institute of Management Sciences Hayatabad, Peshawar

Masters, Business Administration in Finance (2009---2011)
Sarhad University of Science & Information Technology, Peshawar

Bachelor of Science (2006---2008)
Department of Science, Peshawar University

F.Sc (2004---2006)
BISE Peshawar

Matric (2000--2003)
BISE Peshawar

PROFESSIONAL EXPERIENCE

Job title: Health Manager / Managing Director
Duration: 1st June 2022 ----Present
Employer: Alkhidmat Hospital Landikotal

To serve as Health Manager / Managing Director

- Managing the overall operation of the Hospital, with responsibility to the Governing Board, including control, utilization, and conservation of its physical and financial assets.
- Review and advise in the preparation of annual budget showing the hospital's expected receipts and expenditures; responsible for the supervision of all business affairs and to ensure that all expenditures are controlled to the best possible advantage.

- Managing the ongoing functions of the Hospital by recruiting, employing, and directing adequate numbers of appropriate trained professional and auxiliary personnel, including delegating duties appropriately.
- Submits monthly reports to Provincial Office showing the professional service and financial activities of the hospital and prepares and submits such special reports as may be required by the Governing Body.
- Assisting the Governing Body in formulating policy by preparing and presenting to and reviewing with the Governing Body.
 - (i) long-term and short-term plans of the Hospital
 - (ii) Reports on the nature and extent of funding and other available resources
 - (iii) Reports describing the Hospital's operations.
 - (iv) Reports evaluating the efficiency and effectiveness of the Hospital or its program activity.
 - (v) Budgets and financial statements.
- To attend all meetings of the Medical Staff; name hospital departmental representatives to Medical Staff committees, when appropriate, and when requested by the Medical Staff. Cooperates with the Medical Staff and to secure like cooperation on the part of all those concerned with the rendering of professional service to the end that the best possible care may be rendered to all patients.
- Complies with Federal and State statutes and regulations in the performance of his/her duties; Assures that appropriate policies, plans and goals are effectively communicated to all staff members.

Job title: District Coordinator

Duration: 1st October 2021 – 31st May 2022

Employer: Institute of Public Health and Social Sciences Khyber Medical University

To serve as District Coordinator

- Staff hiring for SARA Tool and Mapping
- Training of hired enumerators for SARA Tool Mapping
- Meeting with Secretary health
- Meeting with concern district DHO and population department heads
- Field planning for the team/enumerators
- Providing technical support to enumerator in SARA tool software
- Checking dashboard data and its submission status
- Resolving issue in dashboard uploaded data
- Gathering feedback and overview of daily filed activities
- Identifying opportunities for continual improvement
- Monitoring & Evaluation of all Activities in district
- Follow up of the all project progress and its reporting
- Overall Management of the district activities
- Supervision overall of the district activities

Job title: District Manager

Duration: 1st October 2020 – 30th September 2021

Employer: Al khidmat Foundation Pakistan

Duty Station: District Khyber

To serve as District Manager

- Reporting on program performance to executive team and directors
- Monitoring of the district activities
- Emergency Services Implementation

- Donors Meeting and conference Conduction
- Developing and implementing strategy for the programs team.
- Managing different projects interlink and overlap in progress at a time
- Working with the HR team to manage staff and resources for programs
- Managing budgets and reporting on fund allocation
- Participating in tender and grant application process including design, submission and review
- Coordinating and running events and workshops
- Gathering feedback and presenting insights
- Identifying opportunities for continual improvement
- Monitoring & Evaluation of all Activities
- Performance appraisal of the staff
- Follow up of the all project progress
- Overall Management of the district activities
- Supervision overall of the district activities

In Process projects

- Emergency Services
- Health project
- Orphan Care Program
- Education Project (Child protection Centers & School)
- Community Centers construction/ Rehabilitation
- Water project (Clean Water Constructions)
- COVID -19 Activities

Job title: Delivery & Operation Officer

Employer: Chip Training & Consulting (Extended Program on Immunization)

Duty Station: District Khyber

Duration: 1st Feb 2019 – 30th September 2020

To serve as UC manager or for delivery and operations of all polio activities

- Administration responsibilities
- Monitor and supervise operations, Supervisors
- Logistics distribution, proper follow up
- Follow up of the all field activities
- Training arrangement & conduction
- Review & evaluation of the team
- AFP Surveillance
- Planning & implementation of EPI with district team
- Follow up and address gaps/ issues highlighted in third party field monitoring reports
- Support in the emergency response to new polio cases and newly infected areas in the district/ province
- Report operational progress at DPEC meetings
- Coordinate with District & Provincial Polio Manager where senior management interventions are required
- Contribute to any other PEI/EPI related planning and assessment surveys assigned by DEOC.

Job title: Union Council Polio Officer
Employer: World Health Organization (Extended Program on Immunization)
Duty Station: District Khyber
Duration: 14th February 2015 – 31st January 2019

Key Responsibilities as Union Council Polio Officer

- Monitor and supervise operations, Supervisors
- Follow up of the all field activities
- Training arrangement & conduction
- Review & evaluation of the team
- Follow up and address gaps/ issues highlighted in third party field monitoring reports
- Support in the emergency response to new polio cases and newly infected areas in the district/ province
- Report operational progress at DPEC meetings
- Coordinate with District & Provincial Polio Manager where senior management interventions are required
- Contribute to any other PEI/EPI related planning and assessment surveys assigned by DEOC.
- AFP Surveillance
- EPI implementation

Job title: Admin & Logistics Officer
Employer: Alkhidmat Foundation Pakistan
Duty Station: District Khyber
Duration: May 2012 – April 2014

Responsibilities Performing

- Process all documents and reports;
- Assist the Communications and providing logistic support to Projects promotion events
- Format, design and prepare documents for printing and copying, upon final approval of the district manager and Head of Operations and Finance;
- Keep all reports filed systematically in both electronic and hardcopy formats.
- Coordination and Logistics
- Ensure all project administrative activities are coordinated effectively;
- Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events;
- Coordinate and provide logistical support for Project activities, including travel arrangements, field visits.
- Provide administrative support to team members
- Review supplier contracts and contracts for terms and conditions.
- Scheduling and Meetings
- Coordinate meeting arrangements, including informing team members, booking meeting rooms and keeping management/staff calendars updated;
- Track staff travel and leave plans and records to ensure all staff members are kept informed of team location and availability;
- Schedule and coordinate vehicles and drivers, including driver booking schedules;
- Support the Head of Operations and Finance with timesheets.
- Answer and forward calls in an efficient and professional manner and check general voicemail
- Maintain office supplies inventory, including toner for office equipment (printers, fax, photocopiers) as well as kitchen supplies;
- Record and prepare minutes from staff meetings.

Job title: Managing Director
Employer: Sarhad Children Academy Bara Khyber Agency
Duty Station: District Khyber
Duration: August 2008 – April 2009

Responsibilities Performing

- Controlling overall administration
- Motivating teacher's staff towards the objective of the institute.
- Monitoring of the institute at regular basis by external and internal teams.
- Maintenance of Corus related activities and physical fitness activities.
- Implementation of advanced teaching methodologies.
- Attending meeting with the PSA (Private School Association) for improvement of education quality as well other problem facing by education in Khyber Agency.
- Solving different problems of School such as accommodation, light, water, and related issues.
- Meeting with parents and guardian of the students for the betterment of students.

ADVANCED CERTIFICATION IN TRAINING/WORKSHOPS

- Social & Behavior change for Nutrition from Global Health eLearning Centre 25th Mar 2020 (ONLINE)
- Nutrition an introduction from Global Health eLearning Centre 5th Aug 2020 (ONLINE)
- Immunization essential from Global Health eLearning Centre 5th Aug 2020 (ONLINE)
- COVID – 19 How to put on and remove personal protect equipment (PPE) from WHO 18th May 2020 (ONLINE)
- Severe Acute Respiratory infection (SARI) treatment facility design from WHO 18th May 2020 (ONLINE)
- Operational planning guidelines and COVID -19 partners platform to support country preparedness and response from WHO 18th May 2020 (ONLINE)
- Emergency Risk Communication from Northwest Centre for Public Health Practice 14th may 2020 (ONLINE)
- Maternal and Child Health strategies in Public Health from Northwest Centre for Public Health Practice 14th may 2020 (ONLINE)

Introduction to poliomyelitis and the Global Polio Eradication initiative by WHO 3rd May 2020 (ONLINE)

- "Polio vaccine , How dose work" at KMU Peshawar
- Winds of Change , Public Health innovation for Healthier Nation at KMU Peshawar
- TOT training 4 days at Shelton Green hotel arranged by WHO.
- Four days work shop on the Active Citizen Conducted by [British Council](#) in Sarhad University of Science & Information Technology.
- Fifteen days training on Soft Skills Development conducted by [USAID](#) under the Pakistan jobs project Sarhad University of Science & Information Technology.
- Two months Internship in [ABL Sonery branch](#), during this time handle different banking activities.
- One week training program on Business Plan Conducted by [Organization for Youth and Development \(OYD\)](#) AT Abbot bad
- Two days training on Youth Social Entrepreneurship in conducted by [YES network](#).
- One week training on First Aid conducted by [Al-Khedmat Foundation](#) in Peshawar.

CERTIFICATES OF APPRECIATION

1. WHO (World Health Organization) , AHMT (Agency Health Management Team) And Political Agent Collectively Certified As Best Union Council Officer (as well as Focal person for Data flow among the office and field staff of Tehsil Bara and Tirah Maidan) At the End of session 2018
2. *Al khidmat Foundation , Fata , Pakistan also issued certificate of appreciation in year 2014*
3. **PSA** (Private School Association) give best Principal in the session 2008—2009

COMPUTER LITERACY

- 1 Installation of any type software.
- 2 MS Office (Have the ability to work in any program of Ms Office Speciall in Ms Word, Excel and Power Point)
- 3 Quick book (Computerize Accounting)
- 4 Peachtree (Computerize Accounting)
- 5 Talley (Computerize Accounting)
- 6 Use Of Office Accessories Printer & Scanners, Other

LANGUAGES PROFICIENCY

Language	Reading			Writing			Speaking			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English	✓				✓			✓		✓		
Urdu	✓			✓			✓			✓		
Pashto	✓				✓		✓			✓		

REFERENCES:

1. Mr. Zahid Ali Deputy Health Manager Kpk at Alkhidmat Foundation
Mobile: 03349495138
zahid.ali@ahf.com.pk
2. Arshad Hussain Provincial Coordinator Orphan Care Program (CMCDP) Kpk at Alkhidmat Foundation
Mobile: 0345-1008824
Email: arshad.hussain@alkhidmat.org
3. Dr.misal Khan Health Manager at MERF
Mobile: 03339147611
Email: drmisalkhanafri2550@gmail.com
4. Mr. Shahid Hussian Social Organizer at MNCHh Kp Health Department
Mobile: 03348310311
Email: shahid02.1984@yahoo.com