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|  | Profile**:**  Demonstrated ability to anticipate problems, design innovative, and balance multiple high priority projects with competing deadlines. Effective in self-managed and team environment. Strong technical knowledge base and research/analytical skills gained from work in field and different environment. In-depth ability to think logically and critically in solving problems; explaining their conclusions; and evaluating, supporting, or critiquing the thinking of others. Career Highlights:  * Qualified and experienced professional having Master degree in M.Com and good understanding of administration and office management. * Having three years of experience as Monitoring, Filed Work and data collection and verification in Health Projects. * Well versed with event management and coordination and liaison with other organizations. * Good in written and spoken English and fluent in Urdu. Can understand and speak Pashto well. * Core competencies include; an organized professional, good in setting priorities and ability to work independently and under extreme pressures.   Education**:**   * 2013 │ Masters in Commerce (M.com)   Government College of Management Sciences Peshawar.   * 2011 │ Bachelors in Commerce (B.com)   Muslim College of Commerce & Management Sciences Peshawar.   * 2014 │ Diploma in information Technology (D.I.T)   Government College of Management Sciences Peshawar.   * 2017 │ Certification of Teaching (C.T)   Alama Iqbal Open University (AIOU).   * 2009 │ Diploma in Commerce (D.com)   Muslim College of Commerce & Management Sciences Peshawar.   * 2006 │ Matriculation   Govt High School Nanak pura Peshawar. Inter Personal Skills:  * Honest, hardworking and trustworthy * Adaptable: Able to adapt new surroundings; to make suitable change so as to fit new conditions. * Self-motivation and ability to take the initiative and can work under pressure * Cooperative: Work well with others, possesses teamwork skills. * Quick learner: keen to learn and improve skills  Work Experience:  1. Position: ‘UCCO (Union Council Communication Officer)’   **Duration:** July2020 To Present  **Organization: PEOPLE/CTC (Chip Training & Consultancy)**    **Job Description**   * Participate in morning meetings in UC level during campaign days to ensure appropriate use of the resources provide for communication activities. * Follow up with the data team on data collection of communication indicators. * Monitors and supervise Social Mobilizers and make notes to be submitted in the monthly reports. * Support in Monitoring and supervision of the campaign including teams interpersonal communication skills. * Ensure understanding of refusals through social profiling and support in addressing cluster of refusals through identified influencers. * Address misconception by providing answers to frequently asked questions and working to raise awareness and create demand for polio vaccination through locally appropriate communication interventions. * Build capacity of the social mobilizers in IPC community engagement and social mobilization  1. Position: ‘Computer Operator’   **Duration:** Nov 2019 To July 2020  **Organization:** Arzaan.pk (E-Commerce Web Site   * Maintain daily orders record * Compile, verify accuracy and sort information according to priorities to prepare source data for daily record. * Generate reports, store completed work in designated locations and perform backup operations * Prepare weekly reconciliation report.  1. Position: ‘Temporary Tehsil Monitor (WHO) Polio Program’   **Duration:** Sep 2015 To May 2020  **Organization:** WHO (World Health Organization    **Job Description**   * Preparing the Micro-plans by Area and Union Councils level Using MS Office. * Support Union Council Communication Staff & Usage in designing/ updating the monitoring strategy for different areas.. * Support Manager Quality& Usage in designing/ updating the monitoring strategy for different areas. * Double check proper surveying methodology and questioning procedures against the WHO SOP's in the field. * Report any or all gaps found in workers, planning and leading field activity by EPI Teams. * Report any and all violations of the Project SOP's for data collection and team management to the Manager Quality & Usage. * Support Manager Quality& usage in conducting Cluster monitoring mission to the field. * Produce monitoring reports daily and at the end of week submit it with recommendation to Manager Quality & Usage. Identify areas of field team work which could require strengthening and work with Manager Quality & Usage and Senior Team Leader Data Collection to develop strategies and refresher training's accordingly.      1. Position: Office Assistant   **Duration:** Oct 2014 To Aug 2015  **Organization**: GALAXY LIGHTING SOLUTION  **Job Description:**   * Maintain payroll records * Administer new hire paperwork and maintain employee files * Maintain a high level of confidentiality * Participate in budget development and program planning (i.e. warranty and customer loyalty programs) * As business needs arise, other tasks may become necessary  1. Position: Assistant Manager   **Duration:** Nov 2013 To Sep 2014  **Organization**: WARDA Prints    **Job Description**   * Assist the Retail Store Manager * Coordinate daily customer service operations (e.g. sales processes, orders and payments) * Track the progress of weekly, monthly, quarterly and annual objectives * Evaluate employee performance and identify hiring and training needs * Supervise and motivate staff to perform their best * Maintaining an overall management style that follows company best practices. * Providing leadership and direction to all employees. * Ensuring that health, safety, and security rules are followed. * Motivating employees and ensuring a focus on the mission. * Maintaining stores to standards, including stocking and cleaning.  1. Position: Internship   **Duration:** June 2013 To Aug 2013  **Organization**: National Bank of Pakistan    **Job Description**   * Worked in Account opening Department  1. Professional Development:  * Certification in basic computer. * Diploma in Information (DIT) Technology ─ Technical Board Peshawar.  1. I.T Skills:  * HTML, Blogs, WordPress, in-page * Microsoft Word, Excel, PowerPoint, Peach Tree  1. Languages  * English * Urdu * Pashto   10. References:   * Will be furnished on demand |
| **SAIF ULLAH**  **Add:**  C/O Fayaz Medical Store Tube wel Chowk Yousufabad Dalazak Road, Peshawar.  **Cell:** 0313-5923141  **Email:**  **[isyfullah@gmail.com](mailto:SF_Ullah@hotmail.com)**  **DOB:** April 1, 1990  **NIC:** 17301-7223603-5  **Passport No**: QM9996032  **MS:** Married  **Domicile:** Peshawar  **Country**: Pakistan |