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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
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| **SAIF ULLAH****Add:** C/O Fayaz Medical Store Tube wel Chowk Yousufabad Dalazak Road, Peshawar.**Cell:** 0313-5923141**Email:****isyfullah@gmail.com****DOB:** April 1, 1990**NIC:** 17301-7223603-5**Passport No**: QM9996032**MS:** Married**Domicile:** Peshawar**Country**: Pakistan |