##



**SAIF UR REHMAN**

 Address:- Village P/O Gandi Khan Khel Tehsil Serai Naurang

## District Lakki Marwat kpk pak

## Cell No: +92-0307-8082049, 0312-5152457

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 To work in a dynamic organization where I can utilize my abilities and capacities in a splendid manner and boost up the prestige of the organization and lift its standard to the zenith and to achieve its target with enthusiasm and passion. I would like to be a part of such organization that has clear objectives and based on result oriented.



**Father’s Name:** Saif Ullah Khan

**Date of Birth:** 20-09-1992

**Marital Status:**  Single

**Nationality:** Pakistani

**Domicile:** Lakki Marwat KPK

**Religion:** Islam

**NIC #** 11201-5868919-3

**Languages:** English, Urdu & Pashto



**Degree/Certificate Board/University Passing Year Division**

Matric (Science) B.I.S.E, Bannu 2008 “1st “

F. Sc (Pre-Engineering) B.I.S.E, Bannu 2010 “2nd”

B.A (Political Science) U.S.T, Bannu 2012 “2nd”

M.A (Political Science) U.S.T, Bannu 2014 “2nd”

D.I.T BTE, Peshawar 2012 “1st”

P.T.C AIOU, Islamabad 2011 “1 st”

B.ed AIOU, Islamabad 2016 “1 st”



* Political Science.
* Mathematics upto Matric & F. Sc Level



* MS Office, Good documenting skills, internet and web surfing
* Online Apply, Data Entry, Formatting CV, Window and Publications of Different Materials.
* 06 Month Electrician in skill Development Trg Center Serai Naurang.
* Typing speed per minute 30 words.



* The Remembrance of Allah.
* Reading Daily Newspaper & Books.
* Playing Cricket & Foot Ball.
* Social Working.



**Rural infrastructure & Human Resource Development Organization (RIHRDO)**

**As a Program Officer in Project (Consultant)**

**July 2010 to October 2012**

Worked in the project of “Construction of School building and rehabilitation in Gandi Khan Khel

Lakki Marwat”

**ROLE & RESPONSIBILITIES:**

* Making Projects Monthly Reports, SPMR’s , Final reports, Handing/Taking Over Reports of the projects
* Develop presentation for various donors and coordination meetings.
* Other Documentations between Organization and Partners

**CENTRE FOR GOVERNANCE AND PUBLIC ACCOUNTABILITY (CGPA)**

 **DISTRICT COORDINATOR LAKKI MARWAT.**

 **JOB DESCRIPTION**

 **Improving Governess in primary education.**

* To aware the community about RTI.
* To mobilize the community about PTC.
* Awareness about SNG Fund.
* Transparency and Accountability through RTI.

 **Community Motivation & Development Organization (CMDO)**

 **Lakki Marwat**

 **Project/Program:**

* Internship in Community Motivation & Development Organization (CMDO), duration (01. February 2014, to 31. August. 2015).
* **Social organizer in Community Motivation & Development Organization Lakki Marwat**

 **Description of project/Program:**

* 03 tiers mobilization
* To form Community Organization (CO), Village Organization (VO) & Local Support Organization (LSOs)
* To train the office bearers (OBs) on managerial & leadership skills.

 **Responsibilities:**

* To support the regular team members in data collection.
* To fill the standard forms of VDP.
* To fill poverty score cards.

 To support the team in record keeping.

**Community Mobilizer Prime Foundation in Lakki Marwat.**

Maternal & Child Health Care Project Phase II (MCCP2)

Stating date: 28.08.2015 to 13-01-2016.

**JOBS RULES & RESPONSIBILITY:**

* “To Awareness Community Mother & Child Care Health”.
* To mobilized the community IPV, OPV
* Meeting with Health Care provide and influencer persons in community.
* Feeling community attendance sheet/ picture during the awernession.
* **Polio Vaccination**

**SURVAY ENUMINATOR PRIME FOUNDATION LAKKI MARWAT.**

Maternal & Child Health Care Project Phase II (MCCP2)

Stating date: 14-06-2014 to 22-07-2016.

**JOBS RULES & RESPONSIBILITY:**

* “To Awareness Community Mother & Child Care Health”.
* To fill survey form in filled work.
* To Registration Worker will be responsible for overall responsible registration of patient record in camp.
* For referral of Child to Health care provide disk.
* Column #01 to #12 patient record sheet filled to registration disk.
* To fill post camp survey from one by one house in filled work with community peoples.
* **Polio Vaccination**

**KHWANDOKOR/Subcon**

**National Social Economic Registry**

**Social Organizer** with BISP Survey National Social Economic Registry (NSER) in District Lakki Marwat w.e.f 01-03-2017 to till now

**JOBS RULES & RESPONSIBILITY:**

To awar the community regarding BISP (NSER) Project

Door to door marking and mobilization distributed leaflets and poster posted mosque announcements

Corner and individuals meetings with community influencer

**Sui Northern Gas Pipe Line Limited (SNGPL) Rawalpindi Region**

**Working as a DEO & Office Assistant (23-04-2018 to 09/09/2022)**

**Responsibility: \_**

* Filed Order Punching
* Letter type progress report listing etc
* Public Dealing, side teams Management, teams area program progress receiving
* PMDU , ogre case , wifaqi muhtasib High profile case dealing

 

**Centre for Governance and Public Accountability (CGPA)**

* Attained five day Training on “Improving Primary Education in KPK”, and “Awareness of RTI in Community”.

Dated= 11-11-2014 to 15-11-2014

**SRSP (Sarhad Rural Development Program).**

* Four days training on “Parents Teachers Council” (PTC) in GHS Gandi Khan Khel, Lakki Marwat.

**Community Motivation & Development Organization Lakki Marwat**

* **AS A TRAINER:**

 **Advocacy Session /campaigns under The ID Project at District Lakki Marwat;**

* Wash
* Open Defecation
* Child Enrollment
* Nadra Procedure
* Polio Vaccination
* I have attended two days Institutional Development CRP training, on MDG’S on 29 & 30 of August 2015.

**PRIME FOUNDATION (MATERNAL & CHILD CARE PROJECT PHASE II).**

* One Day Training are Community Mobilization in Lakki Marwat Date 02-09-2015 Venue Prime Foundation Office Lakki Marwat.
* One Day Training are Survey Enumentor Date 18-06-2016 Venue National Press Club D.I.Khan.

**KHWANDOKOR/Subcon**

3 days training are social organizer KK/Subcon in BISP survey office district Lakki Marwat Date: 12/02/2017 to 14/02/2017

