



SARMAD WALEED

UNION COUNCIL
POLIO OFFICER

📍 HOUSE.NO: 1933, MOHALLAH DAFTAR BANDA GUNJ, PESHAWAR..

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OBJECTIVES

I have a post-graduate degree and 5+ years of professional experience, including 4+ years with the World Health Organization as a Technical Monitor, Data Team Leader, Surveillance UCPO and currently working as field UCPO.

My educational background includes a major in Economics and second majors in Human Resources, Political Science, and International Relations, which make me a suitable candidate for your organization. I am also a freelance creative writer, which enables me to produce error-free reports and research progress for my Reporting Officer.

I have strong working relationships with government actors, civil society organizations, universities, and relevant local institutions. I am aware of other organizations working in this field and seek collaboration where possible. I have a strong knowledge of monitoring methodology and relevant efforts in organizations, and I am committed to engaging in innovative approaches.

Polio Eradication Initiative

I was designated as a surveillance officer under World Health Organization in one of the largest hospitals (L.R.H) in the province (K.P.K) to perform Acute Flaccid Paralysis' surveillance activities by daily visiting all the departments and sections of the hospital to filter out any possible case of poliomyelitis.

Covid-19 Surveillance

I was designated as a focal person for Covid-19 by the administrative services of Pakistan to keep hawk's eye on the activities related to the pandemic in KPK's largest capacity hospital (L.R.H) . In regards, I have been awarded front-line worker appreciation certificate from the Rotary International and Government of Pakistan.

Expanded Program On Immunization

Monitor the on going project in the given (high security risk areas by leading the team of more than 70 members. Preparation of project reports, evaluation of team members and presentation of reports to govt officials and organization senior officials

WORK EXPERIENCE

UNION COUNCIL POLIO OFFICER (Ex-Surveillance UCPO)

2020 - Present

World Health Organization, Peshawar, Pakistan

- As a UCPO for a PEI program, I am responsible for overseeing all operational and communication activities and providing support for social mobilization plans at the UC level.
- Surveillance activities of EPI project in KPK.

CREATIVE WRITER

2015 - 2020

Freelancing

- As a writer, I have a strong track record of success in various forms of writing, including academic writing, articles, blog posts, and technical writing. I am skilled in communicating complex ideas effectively and producing high-quality work that is clear, engaging, and informative.

ACCOUNTS AND ADMINISTRATIVE OFFICER

2018 - 2020

Ravi Auto, Peshawar, Pakistan

- Managing accounts and administrative choirs.

TECHNICAL TEAM MONITOR

2013 - 2018

WORLD HEALTH ORGANIZATION

- Monitoring of UNICEF and Quality control with 2.5 years of experience.
- Data analyzing of the U.C and tracking of teams along with maintaining the quality of campaign.
- Security analyzing of the given U.C with the officials and meetings with DPCR officials.

EDUCATION

M-Phill , M.B.A (18 Years education)

- 2018

Abasyn University

- Finance
- CGPA: 3.6/4

B.S ECONOMICS (HONORS)

- 2015

University of Peshawar

- Bachelor of Commerce
- CGPA: 3.4/4

FS.C PRE-ENGINEERING

- 2012

Peshawar Model Degree College

- Percentage: 75%

MATRICULATION

- 2010

Peshawar Model School Peshawar

- Percentage: 82%

ACHIEVEMENTS

- I received the Best Monitor Award from Pakistan's legislative authority in 2018 as best TTM of district Peshawar.
- I received appreciation certificate from the government and Rotary International for my Covid-19 efforts as a front-line worker in 2021.

SKILLS

- Communication and problem solving skills
- Surveillance
- Risk Assessment
- Research Skills
- Report Management
- MS office
- Organizational Skills
- Operations Responsibility
- Operations Management
- Monitoring & Evaluations
- Leadership
- Training skills

TRAININGS

- Prevention of Sexual exploitation and abuse (PSEA) By UNICEF (October 2020, Pakistan).
- UN BSAFE (To replace both Basic and Advanced Security in the Field) By WHO (February 2022).
- Prevention of sexual exploitation and abuse (PSEA) - Multilanguage (2021) By WHO (February 2022)

LANGUAGES

- English, Urdu and Pushto (Fluent).