



SHAFQAT ALI KHAN

Communication Officer

✉ shafqatalikhan42@gmail.com

☎ 0313-9447408/03129138449

🏠 Umar street, Malik Sadd Town Doranpur Peshawar, 0921 Peshawar

📅 September 10, 1993

📍 Charsadda

🚗 nill

♂ Male

🇵🇰 Pakistani

👫 Married

SKILLS

✎ Excellent written, oral, and interpersonal communication skills in several languages.

✎ Mobilization, Facilitation and engagement of key influencer from community.

✎ Monitoring/Supervision/Evaluation (cluster taking, monitoring checklists on kobo app, Ei card checking).

✎ Presentation.

✎ Report writing

MS Office (Excel, access, word and Power Point)

✎ Knowledge of Quick book.

✎ Adobe Photoshop.

✎ ODK Collect App.

EDUCATION

BS Electronics Apr 2011 - Oct 2015

Islamia Colleger Peshawar, Peshawar

Studied **BS Electronics and Telecom** as major subjects in this session while minor subjects studied are, programming

sociology

psychology

English

Calculus

DIT Mar 2017 - Apr 2018

Technical Vocational centre, Peshawar

Major Subjects Studied in DIT,

MS Excel,

MS Word,

MS PowerPoint,

MS Excess

Operating Systems

Internet Browsing

FSC Apr 2009 - Jan 2011

Muslim College, Charsadda

Pre-Engineering Studied in FSC while Major Subjects were,

Maths

Physics

SSC Jul 2008 - Mar 2009

Saifullah Shaheed Model School Turangzai, Charsadda

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☑ EOC App.

☑ Ms. Windows.

Internet

LANGUAGES

Pashto

URDU

ENGLISH

HOBBIES

- Sports
- Gym
- Reading Books
- Exploring Trips

QUALITIES

- ☑ Highly motivated
- Well organized
- Hard working
- Dedicated with a positive attitude.
- ☑ Professional appearance
- Strong work ethics.
- ☑ Excellent written, oral, and interpersonal communication skills in several languages.

EMPLOYMENT

Town Communication Officer

Mar 2023 - Mar 2023

DEOC, Peshawar

1) Worked as acting TCO (Town Communication Officer) Town Shah Alam for 4 days (14-03-2023 to 18-03-2023) by direction of District authorities (DEOC) to follow up the activities assigned to and planned by UCCOs by means of,

- a) CCAP (Customized communication action plan)
- b) Daily activity Reports
- c) Pre-campaign vaccination
- d) Links of assigned tasks to share with district.
- E) Presenting and Linking Uc level staff to the district level.

Union Council Communication Officer

Aug 2021 - Present

PEOPLE/UNICEF, Peshawar

1) Worked as UC Communication Officer (UCCO) since April 1st 2021 till date with Professional Employers Private Limited Pakistan at UC Pakha Ghulam district Peshawar. Main duties include to maintain chain of effective communication with all stakeholders to ensure their active support in smooth process of project implementation at gross route level, that is to create enabling environment and raise the ratio of acceptability of immunization (Vaccinations) in general public via inter personal communications & behavior change communication.

- a) Micro-planning
- b) Capacity Building / Trainings of lower staff including Area In-Charges, Social Mobilizer & Front line workers, (TNA's, Designing training agenda, and its successful delivery)
- c) Behavior change communication
- d) Dengue and Covid-19 awareness and communication
- e) Community Engagements
- f) Active surveillance of Polio and other diseases of EPI domain
- g) Supportive Supervision
- h) Data Analysis & its interpretations

TTM

Mar 2013 - Aug 2021

WHO, Charsadda

Worked as Technical monitor (monitoring & supervision) in Polio Eradication and EPI Program with WHO from 2012 till April 2020 almost 8 Years Experience (supervision, mobilization, monitoring).

- Monitoring
- supervision
- evaluation
- FLWs trainer
- AFP Surveillance
- Essential Immunization (EOA Facilitation)
- Micro planning
- Validation of desk and field level Data.
- Facilitated different UC and Area wise training in team capacity building, communication skills, and registration and field duties. (monitors/teams/AS etc)

Data TTM

Mar 2019 - Jun 2019

WHO/DPCR, Charsadda

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worked as Data TTM in DPCR Charsadda,

- Collecting data From Field level Staff
- Analysis of data
- validation of provided data
- monitoring staff

COURSES

DIT

Adobe Photoshop

PLC Designing

DLD Designing

Programming

PROFILE

My objective is to have a job that gives me a valuable knowledge and helps me to apply and improve my skills and give a new experience and to be able to improve and develop my work environment.

REFERENCES

References available upon request.

CERTIFICATES

Best Performance

Jan 2023

Received Best Performance award and 1st position in town by honorable Assistant Commissioner Tehsil Shah Alam Dr. Izza Arshad and Respectable Supervisor Muhammad Sareer Khan TCO.

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