***Shaukat Ali Khan***

**Email: Shamsbaba777@gmail.com**

Mob #03318177455

**PERSONAL INFORMATION:**

Name: Shaukat Ali

Father’s Name: Muhammad Bahadur

Nationality: Pakistani

Marital Status: Married

N.I.C: 54401-5998643-1

Permanent Address: Labour Colony Eastern Bypass Quetta

DATE of Birth: 04, June, 1988

**QUALIFICATION:**

* D- PHARMACY (2018)

(University of Balochistan, Quetta)

* M.A in International Relation (2018)

(University of Balochistan, Quetta)

* B.A in social sciences (2013)

(University of Balochistan, Quetta)

* F.SC in Pre Medical (2009)

(Balochistan, Board of intermediate &secondary Education Quetta, Balochistan.)

* Matriculation (2006)

(Balochistan, Board of intermediate & secondary Education Quetta, Balochistan.)

**LANGUAGE:**

* English
* Urdu
* Pashtu
* Baluchi
* Bravi
* Sindhi
* Persian

**SKILLS AND PERSONAL QULITIES:**

* Advance Certificate in Information Technology from PEARL Institute Satellite Town Quetta.
* English Language Course from Ideal Academy Quetta.
* Have ability to work collaboratively, leading and as a part of a team.
* Having Good knowledge of Microsoft office.

**Personal Qualities:**

* Enthusiastic and hardworking.
* Punctuality and Integrity.
* Responsible and quick response to tasks assigned by supervisor.
* Professionally committed to delivering high quality of work.
* Professional with experience of travelling to project sites around the country including remote areas with limited communications or logistical support.
* Enjoy working on my own initiative or in a team.

**TRAININGS RELEVANT TO THE JOB:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15th Sep 2022 | 17th Sep 2022 | Boys Scout Quetta | Malnutrition | CTC |
| 12th Aug 2021 | 13th Aug 2021 | Boy Scout Quetta | poliomyelitis | CTC |
| 05th July 2021 | 07 July 2021 | Boys Scout Quetta | Management in Campaign and Communication Skills | CTC |
| 23th June 2021 | 25th June 2021 | BRSP Head Office | Leadership Training | BRSP |
| 03rd Nov 2017 | 07th Nov 2017 | Boy Scout Quetta | Social Mobilization training | TDF Balochistan |
| 7th June 2016 | 11th June 2016 | BRSP Head Office | Conflict Management | BRSP |
| 11th FEB 2016 | 16th FEB 2016 | Boy Scout Quetta | Report writing | TDF Balochistan |

**WORK EXPERIENCE:**

**➢ 3 Month experience as Communication Officer in CTC (Unicef) from aug 2023 Continue .**

**•** Communication Planning, execution, Assessment and reporting are main objectives.

• Working in close coordination with Operation and MEAL team to ensure routine project

related assessments are executed and Daily, monthly, quarterly and final reports are submitted and implementation and exit strategies are developed.

**➢ 4 Month experience as Project Officer in IRP (Islamic Relief Pakistan) from Oct 2022 to jan 2023**

* + Planning, execution, pre and post monitoring. Budget management reporting and sustainable exit are main objectives.

* + Working in close coordination with Supervisor and MEAL team to ensure routine project

related assessments are executed and monthly quarterly and final reports are submitted

timely and implementation and exit strategies are developed.

* **4 year experience as Area Supervisor in CTC (chip training and consulting) from Feb 2018 to Oct 2022**
* Working in close coordination with Project manager and MEAL team to ensure routine project related assessments are executed and monthly quarterly and final reports are submitted timely and implementation and exit strategies are developed.
* Maintain ongoing surveillance of the developing humanitarian emergency situation and adjust activities accordingly;
* Ensure adequate monitoring and reporting framework in place and quality standards are observed, followed and institutionalized at management, administration and operational levels; ensure internal monitoring of the activities time to time in close coordination with MEAL department.
* Support and coordinate with third party monitors for monitoring of the field activities related to project.
* Designing integrated work plans in collaboration with teams from other departments/thematic areas.
* Coordinate with internal ( Programme Coordinator & other area level Leads) & external (Clusters/NGOs, UN agencies, contractors, public health department, other organization’s representatives working in project areas, community activists related to project and other matters of mutual interest.
* Develop a plan for effective communications to be done at all levels, including behavior change of the targeted community.
* Keep in place contingency plan to deal with external factors affecting or may affect the field activities.
* Ensure preparation & record management of project activities.
* Preparation of daily, weekly, monthly and other progress reports for management’s info.
* Ensure proper filling of forms & formats as per desired standard
* **2 Years’ experience as social mobilizer in PUAMI.**
* To conduct situation analysis of communities and initiate contact with community.
* Facilitation of communities for co formation.
* Facilitation of CO for need identifications of Interventions.
* Door to door assessment in project thematic areas and selection of most vulnerable Beneficiaries.
* Identifications of most deserving female for kitchen gardening.
* Give training to females on Agriculture Management Training.
* Motivating of communities for the monthly savings. Preparing of communities profiles and making Development plans for the communities conduct term of partnership dialogue with community organizations.
* **2 Years’ Experience as Community Mobilization in Aurat Foundation.**
* Preparing monthly and quarterly plans.
* Taking meeting minutes of community meetings.
* Ensuring Level records and office level records.
* To Conducted the DRR& CC Session and School Safety Plan
* Community DRR and CC Awareness Session
* UC and District Level Seminar Climate change and its Impact/Adaptation
* Cos Capacity Building Advocacy Training.
* Built the linkages of Cos, VDRMCs, UDRMCs with government line departments.
* Update monthly project monitoring tool (PMT).
* **1 Year experience as teacher in IQRA public school Quetta.**
* To Maintain Regular Reports of Students
* To cover Syllabus on time along with maintain student’s Result and Data.

**REFERENCES:**

Mr. Safdar panezai (COMNET)

Contact # 03408444522

Email. safdarpanezai@yahoo.com

Mr. Farooq Ahmed (IRP)

Contact # 03461299672

Email. Farooq.Ahmed@irp.org.pk

Mr. Saleem UC lead (CTC)

Contact # 03361828992

Email. Mohsaleem2012@gmail.com