



# SHERBAZ KHAN PALARI

- 📍 Karachi Pakistan
- ☎ +92 315 3599993
- ✉ palari11@gmail.com

## OBJECTIVE

Proven professional with a track record of success at WHO | Chip Consulting |, adept in safety and risk management and technology proficiency. Excelled in implementing strategic initiatives, achieving benchmark PCM, and fostering team development. Skilled in adaptive learning strategies, demonstrated through effective training and quality assurance, ensuring high standards and operational excellence.

## SKILLS

- Safety and risk management
- Adaptive learning strategies
- Stress management techniques
- Social skills development
- Technology proficiency

## EXPERIENCE

**DIRECT SUPPORT PERSON**, 01/2024 - 11/2024

**WHO | Chip Consulting** |, Karachi, Pakistan

- **Coordination & Planning:** Work closely with the UC Incharge on SIAs, ensuring operational planning, implementation, monitoring, and evaluation.
- **KPI Implementation:** Implement key process indicators to achieve benchmark PCM and LOAS indicators.
- **Operations Implementation:** Oversee all phases of the campaign including microplanning, training, logistics, monitoring, supervision, and data quality assessment.
- **Logistics Preparation:** Prepare logistics plans and assist in distribution among supervisors and workers.
- **Training Sessions:** Implement training for supervisors and workers.
- **Documentation:** Assist UC incharge with filling DDM sheets for supervisors and workers.
- **Logistics Retention:** Ensure UC in charge retains necessary materials post-campaign.
- **Quality Assurance:** Ensure high-quality SIA implementation for benchmark PCM and LQAS pass results.
- **Sweeping Activities:** Implement sweeping activities as per National guidelines.
- **Zero Reports Collection:** Collect and submit zero reports to District Office/Immunization Officer.
- **Coordination with EPI Vaccinators:** Coordinate with EPI vaccinators to share lists of zero-dose children and track coverage.
- **Monthly EPI Clusters:** Conduct and submit monthly EPI clusters to TPEC/District

Immunization Officer.

- **Additional Tasks:** Implement any other activities related to polio eradication.

---

**ADMINISTRATIVE ASSISTANT**, 09/2014 - 09/2023

**Bahria Town Private Limited**, Karachi, Pakistan

- Implemented quality control measures to uphold company standards.
- Ensured compliance with safety regulations and company policies.
- Recruited and trained new employees to meet job requirements.
- Managed customer service inquiries and complaints in a timely manner.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Achieved cost-savings by developing functional solutions to problems.
- Coordinated with other departments to ensure smooth flow of operations.

---

**ASSISTANT ACCOUNTANT**, 02/2012 - 09/2014

**M/s Qalandar Bux Abro & Company**

- Coordinated with external auditors to facilitate annual audits.
- Calculated and filed tax returns, ensuring compliance with local, state, and federal regulations.
- Maintained accurate accounts for cash, fixed assets and other transactions.
- Reduced audit fees by bringing audit processes in-house.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Provided support and guidance to colleagues to maintain a collaborative work environment.

---

**EDUCATION**

**University of Sindh**, Jamshoro, Pakistan, 11/2014

**Bachelor of commerce**

GPA: 2nd class

---

**Imagine Institute Of Technology**, 12/2010

**Certificate Of Information Technology**

---

**Board Of Intermediate & Secondary Education**, Hyderabad, Pakistan, 11/2006

**Intermediate**

GPA: A Grade

---

**Board Of Intermediate & Secondary Education**, Hyderabad, Pakistan, 11/2004

**Matriculation**

GPA: A Grade

---

**CERTIFICATES**

Certificate Of Information Technology, Imagine Institute Of Technology, 10/01/16

<b>HOBBIES AND INTERESTS</b>	<ul style="list-style-type: none"><li>• Playing Cricket</li><li>• Football</li><li>• Poetry</li><li>• Video Game</li></ul>
<b>REFERENCES</b>	Mr Muhammad Farshad Panhwar, Assistant Professor Of English, Dawood University Of Engineering & Technology Karachi, panhwar.farshad@gmail.com, 0331 2326623
<b>LANGUAGES</b>	<ul style="list-style-type: none"><li>• English, Professional</li><li>• Urdu, Native</li><li>• Sindhi, Native</li></ul>
<b>ACTIVITIES AND HONORS</b>	<ul style="list-style-type: none"><li>• Cricket</li><li>• Football</li><li>• Basketball</li></ul>