

CURRICULUM VITA

Syed Muneer Ahmad

Kali Bala Yasinzai UC Nali Yasinzai Tehsil and District Pishin

E-mail: - s.muneer.ahmad13@gmail.com, s_muneer_ahmad13@hotmail.com,

OBJECTIVES:

To continuously develop the skill of working in a competitive environment for a brilliant career, to work in an organization where I could have an opportunity to give one hundred percent for the attainment of personal and organizational goals through dedication, communication and hard work.

PERSONAL DETAIL:

Name:	Syed Muneer Ahmad
Father Name:	Syed Saad Malook
Date of Birth:	09/11/1990
Marital status:	Married
Nationality:	Pakistani
Local:	Pishin
CNIC No:	54303-2051756-9
Contact #	03337942344

EDUCATION:

B.Ed (Honor)	Marks obtained (2.9/4.0 CGPA)
M.A UOB Quetta:	Marks obtained (540/1150)
B.A UOB Quetta:	Marks obtained (340/800)
F.A BISE Quetta:	Marks obtained (549/1100)
Matriculation BISE Quetta:	Marks obtained (552/1050)

EXPERANCES:

1. Area Supervisor

Chip Training and Consulting CTC
Aug 2016 – Till Date Pishin, Pakistan

Jobs Responsibilities.

Pro-Campaign activities.

- Micro-Planning
- Planning social activities through UPEC Meeting
- Team Training
- Community engagement activities School Session influencer meeting etc.
- Routine immunization activities

Intra-Campaign activities.

- Team Supervision and Monitoring.
- Vaccine distribution and team deployment
- Supportive supervision of new and weak Team
- Data Compilation and analysis on daily basis

- Attending UC level meeting
- Post-Campaign activities.
- Data entry of Missed children.
 - Maintaining Logbook of Missed children.
 - Coverage of Missed children

2. Social Mobilizer

Chip Training and Consulting CTC
Mar 2016 - Aug 2016 Pishin, Pakistan

Jobs Responsibilities

- Promoting awareness and understanding of the importance of immunization and Polio vaccine within the community.
- Develop and implement strategies to promote social and behavior change related to health practices within communities
- Mobilizing communities to ensure maximum participation in EPI vaccination and Polio campaigns
- Collaborating with local health authorities and EPI teams to plan and execute immunization activities
- Monitoring and reporting on immunization coverage and barriers to vaccination
- Conducting Community engagements session, school session, madrassa session.

3. Data Entry Operator

Govt of Balochistan Revenue Department
Dec 2011 - Oct 2015 | Quetta, Pakistan
Worked as DEO with DC office Quetta on daily wages

Jobs Responsibilities

- Entering data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Ensure proper use of office equipment and address any malfunctions
- Scan documents and print files, when needed

SKILLS:

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|------------------------|---------------------------------|------------------------------|
| • Adobe Photoshop | • Behavior Change Communication | • Community Mobilization |
| • Communication Skills | • Computer Application | • Coordination and Reporting |
| • Data Collection | • Data Entry | • Digital Marketing |
| • Field Activities | • Student Affairs Management | • Supervision Skills |

COMPUTERS SKILLS:

1. ADIT for IT Training Institute Govt of Balochistan
2. Urdu and English Typing
3. Internet browsing

REFERENCES: