**TARIQ JAN**

****

**S/O Muhammad Ayoub**

**Tehsil Duki**

**District Duki**

**Province Baluchistan**

**Contact # 03083026579**

**Email:tariqjanpassban@gmail.com**

**Career OBJECTIVE ▼**

Dedicated and compassionate Polio officer with strong commitment to eradicating polio and improving public health. Experienced in implementing immunization activities and conducting community related reach out work. Proficient in Data Analysis, Monitoring, Reporting and management. Proven track record in supporting program teams for collection, analyzing and interpretation of data for an informed decision making. Dedicated to work in dynamic environment to improve my skills.

**Interest & Strengths ▼**

* Ability to handle work load effectively and efficiently
* Ability to work under stress environment
* Motivation and team spirit
* Innovative and having solution finding approach

**Career Summary**

* Working as a TPO since 1st April 2021 to till date at Tehsil Duki in Dist. Duki.
* Worked as an UCPO since 1st Feb 2019 to 31st March 2021 in Union Council Vialla Duki 3.
* TTSP in Union Council Vialla Duki 3 for 14 Months.
* Worked as a Mobile team leader for 5 years
* Experienced in BRSP as a CRP (Community Reporting Person) for 1 Year.

Training for “Integrated Disease Surveillance and Response (IDSR) **▼**

**DHIS trained for major preventable, communicable and non-communicable diseases**

 **MLM online Training Courses ▼**

* **The Role of EPI Manager**
* **Solving Immunization Problems**
* **Planning**
* **Communication and Community Engagement**
* **Costing and Financing**
* **Vaccine Stock Management**
* **Cold Chain Management**
* **Monitoring Immunization System**
* **Immunization Safety**
* **New Vaccine Introduction**
* **Planning and Monitoring SIAs**
* **Surveillance of VPDs**
* **Supportive Supervision**
* **Conducting on EPI Reviews**
* **2YL and Beyond**

**Experience ▼**

**TPO in CTC (1st April** 2021 to till Date)

**Job Description:**

* Reporting to Deputy Commissioner on Monthly Progress
* Monitoring , Reporting & Evaluation during Enhanced outreach activities and providing technical supports to EPI
* Quarterly Surveillance Review Presentation Template
* Daily Evening Review Meeting Minutes writing during Intra Campaign
* Visits to formal and informal surveillance sites
* Collection of weekly zero reports from surveillance sites
* Weekly Zero Reports writing
* Data entry in IDMIS
* Assisting Area Coordinator Zhob Division in Surveillance
* Supervision of Special Mobile Teams
* Monitoring and Evaluation of Special Mobile Teams
* Training to Area Incharge on Micro plan preparation
* Training to UCMO on Micro plan Preparation
* Pre Campaign preparation of Micro plan Area Level and UC Level
* TPEC at Tehsil level
* Desk validation and Field Validation at Tehsil Level
* Intra Campaign activities team Monitoring and Supervision
* Post Campaign Tally Sheet Analysis ,NA Validation and Help in LQAS
* Micro census Registration of children up to 5year
* Experienced in Conducting Awareness Session at Tehsil level about the importance of vaccine intake
* AFP surveillance at Tehsil level
* Vaccine distribution & management at Tehsil & district Level

****

**UCPO in CTC (1st Feb 2019 to 31st March 2021)**

**Job Description:**

* Supervision of Teams
* Monitoring and Evaluation of Teams
* Training to Area In charge on Micro plan preparation
* Training to UCMO on Micro plan Preparation
* Pre Campaign preparation of Micro plan Area Level and UC Level
* UPEC at UC level
* Desk validation and Field Validation at UC Level
* Intra Campaign activities special mobile teams Monitoring and Supervision
* Post Campaign Tally Sheet Analysis ,NA Validation and Help in LQAS
* Micro census Registration of children up to 5year
* Experienced in Conducting Awareness Session at UC level in Community aware the community to Vaccinate children.
* AFP surveillance at UC level
* Vaccine distribution & management at UC level

**TTSP IN WHO (Nov 2017 to 31 January 2019)**

 **Job Description:**

* Supervision of mobile Teams
* Monitoring and Evaluation of mobile Teams
* Training to Area In charge on Micro plan preparation
* Training to UCMO on Micro plan Preparation
* Pre Campaign preparation of Micro plan Area Level and UC Level
* UPEC at UC level
* Desk validation and Field Validation at UC Level
* Intra Campaign activities mobile teams Monitoring and Supervision
* Post Campaign Tally Sheet Analysis NA Validation and assistance in LQAS.
* Micro census registration of children up to 5year
* Experienced in Conducting Awareness Session at UC level in Community to aware the community about the importance of intake vaccine.
* Experienced in AFP Surveillance at UC Level
* Vaccine distribution & management

**EDUCATION QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Certificate/Degree** | **Major Subjects** | **Grade Division**  | **Institution**  | **Year** |
| **1** | MHCM | Epidemiology, HRM, Operation Strategies | - | Zia-U-Din University  | - |
| **2** | M.sc | Bio-Chemistry  | 1st | UOB | 2018 |
| **3** | B.sc | Chemistry ,Zoology, Botany | 2nd | UOB | 2016 |
| **4** | F.sc | Pre Medical | 1st | BBISE | 2014 |
| **5** | Matriculation |  Science | 1st | BBISE | 2011 |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|  **Final Year Projects**  | **Thesis Description**  |
| Extraction of Caffeine from Tea | Biochemistry |
| Implication of HOXD13 Gene in Brachydactylic |  Advance Immunology  |
| Quantification of the total Serum Protein and resolution of the Serum protein by Gel Electrophoresis |  Biochemistry |

**Skills ▼**

**Communication Skills**:

* Proficient in English, Urdu & Pashto Excellent Written Communication Skills.
* Good Analytical Problem Solving Skills & Strong interpersonal and Organizational skills.
* Strong Communication skills in many regional languages.

**Computer Skills**:

* 01 year DIT Diploma
* Proficient in the use of MS- Office ( MS- Word, MS- Excel, MS- Power Point)
* MS- Windows

**co-curricular ▼**

* Reading Books& Net Browsing.
* Involvement in new challenges and tasks.
* Sports (Athletics’, cricket, football) Debates, exhibitions, Quizzes and other Academic.

**Reference ▼**

1. **Dr. Najeeb Khan Marwat (Technical Focal Person) B&MGF** **najeebmarwat11@gmail.com**
2. **Dr. Zakia Zarak (Area Coordinator Loralai Division) WHO** **zbaloch@who.int**
3. **Dr. Farah Khan (HOD Health Care Management) Zia-U-din University** **mhm@zu.edu.pk**