

# UZAIR AHMAD

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## NGO PROFESSIONAL

*A seasoned professional with expertise in communication, healthcare, education, and data management. Awarded as Best Communication Officer in 2020-21, a member of the provincial investigation team, and presented innovative ideas to polio eradication programs.*

With over ten years of experience delivering training to front-line health workers and communication teams, successfully led over 100 anti-polio drives. Skilled in supervising and monitoring health staff and social mobilizers, ensuring efficient implementation of programs, and maintaining quality assurance. In education, implemented a comprehensive monitoring and evaluation system, ensuring quality assurance of academic programs, mentored staff. Ability to conduct thorough data testing and analysis, presenting complex data in clear and concise reports, enabling informed decision-making.

### AREAS OF EXPERTISE

HR-Operations • School Management • Negotiation Skills • Interpersonal Skills • Communication Skills • Computer Applications such as (Microsoft Word, Excel, PowerPoint), Adobe Pro DC, DaVinci Resolve (Video Editing)

### CAREER CONTRIBUTIONS

- ▶ Awarded as best communication officer for the year 2020-21.
- ▶ Member of provincial investigation team.
- ▶ Presented innovative ideas to the polio eradication program.
- ▶ Delivered trainings to front-line health workers and communication teams for 10 years.
- ▶ Successfully led over 100 anti-polio drives.

## PROFESSIONAL EXPERIENCE

**CTC AND PEOPLE™ (UNICEF PAKISTAN)**

**Aug 2013 – Present**

**UC - Communication Officer**

- ▶ Supervised and monitored health staff and social mobilizers, ensuring efficient implementation of programs
- ▶ Ensured quality assurance of Expanded Program on Immunization (EPI) through regular monitoring and feedback
- ▶ Verified, summarized, and analyzed program data to assess impact and identify areas for improvement
- ▶ Made reports available online for stakeholders and partners to access and use. Conducted health awareness community sessions, educating and informing community members about health issues and practices
- ▶ Represented UNICEF in meetings with partner organizations, promoting collaboration and cooperation
- ▶ Conducted trainings and workshops for health staff and partners to enhance their knowledge and skills
- ▶ Arranged health seminars, bringing together stakeholders and partners to share knowledge and experiences
- ▶ Coordinated with District/Tehsil Administration (DCO/AC) to ensure smooth deployment of program and initiative
- ▶ Identified community and political influencers to garner support for field staff and programs; conducted advocacy meetings with teachers and religious leaders to promote health and well-being in the community.
- ▶ Developed and executed monthly plans to build trust and rapport with community members. Through thoughtful strategies and meaningful interactions, helped to establish lasting relationships and positive outcomes.
- ▶ Collaborated with government and partner agencies, ensured awareness and alignment on upcoming events in the public health sector. Facilitated communication and cooperation between stakeholders to increase efficiency and effectiveness in public health initiatives.

- ▶ Ensured alignment and awareness on upcoming events in the public health sector. By proactively identifying opportunities for collaboration and communication, helped to drive positive change and achieve shared goals.

**ORIENTAL MODEL SCHOOL MARDAN****Mar 2013 – Aug 2013****Coordinator**

- ▶ Implemented a comprehensive monitoring and evaluation system to track academic performance and identify areas for improvement, resulting in a 20% increase in student success rates.
- ▶ Ensured quality assurance of academic programs, including curriculum development, lesson planning, and instructional delivery, improving teaching standards.
- ▶ Mentored and provided professional development opportunities for faculty and staff, increasing staff retention and a more positive work environment.

**CESVI INTERNATIONAL NOWSHERA****Sep 2012 – Jan 2013****Database Management Officer**

- ▶ Developed and implemented effective data filtering and extraction processes, resulting in more efficient data management. Analyzed large amounts of data, identifying key trends and patterns to support decision-making.
- ▶ Summarized and presented complex data in clear and concise reports, enabling senior management to make informed decisions.
- ▶ Conducted thorough testing of data for research and organizational reports, ensuring data accuracy and integrity.

**ADDITIONAL EXPERIENCE**

- **Gazette Intern (Govt. of Pakistan)** || District Comptroller Accounts Mardan || Jan 2011 – Aug 2011
- **Teaching & Administration** || The Oriental Model School, Mardan || Oct 2008 – Dec 2010
- **Lead Intern** || Bank Al-Farah Ltd. Peshawar (Main Branch) || Jun 2008 – Jul 2008

**KEY PROJECTS**

- Revisiting the Corporate Culture of Pakistan: The Rites and Rituals of & Corporate Life and Employee Performance. Industrial Engineering Letters, 2(8) <http://www.iiste.org/Journals/index.php/IEL/article/view/3247>

**EDUCATION & PROFESSIONAL BACKGROUND**

- **MASTER OF SCIENCE (ECONOMICS)**, University of Peshawar, Pakistan, 2013
- **BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT**, University of Peshawar, 2009
- **F. SC. (PRE-MEDICAL)**, Board of Intermediate and Secondary Education, Mardan, KPK, Pakistan, 2004
- **MATRICULATION IN SCIENCE**, Board of Intermediate and Secondary Education, Peshawar, KPK, Pakistan, 2002

**TRAININGS**

- Behavior Change Communication (BCC)
- Interpersonal Communication Skills (IPC Skills)
- Vaccine Logistics and Stock Management (VLMS)
- Conflict Management
- Stress Management
- Certificate in School Management (CSM)
- School Development Program (SDP)
- 5th Creative Leadership Conference, Islamabad