

# Curriculum Vitae

## WAHEED GUL

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**Permanent Address:** House # 853/72, Mohallah,  
Mina Khel, District Lakki Marwat KPK  
**Cell:** 0345-9852598, 0313-9852598  
**Email:** waheedgul598@gmail.com

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### Objectives:

To be a part of a challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

### Knowledge and Interpersonal Skills:

- ❖ Excellent communication skills and ability to communicate with people at different levels and from various backgrounds.
  - ❖ Able to handle job with speed and accuracy.
  - ❖ Ability to work in a systematic and organized manner and within strict deadlines.
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### Personal Details:

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**Father Name:** Zeri Gul  
**Domicile:** Lakki Marwat, Pakistan.  
**Date of Birth:** 15<sup>th</sup> of June 1987  
**CNIC #** 11201-7888302-9  
**Religion:** Islam  
**Marital Status:** Married

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### Education:

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<i>Degree Title</i>	<i>Board/University</i>	<i>Year</i>
Diploma in IT	Board of Technical Education Peshawar	2013
Diploma Associate Engineering (Electrical)	Board of Technical Education Peshawar	2009
MA (Political Science)	University Of Science & Technology Bannu	2013
BA (Arts)	Allama Iqbal Open University Islamabad	2010
FSc (Pre Engineering)	Board of intermediate Education Bannu	2007
SSC (Science Group)	Board of intermediate Education Bannu	2004

### Computer Skills:

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- 1-year Software & Hardware Course from Al-Habib Public School Lakki Marwat.
  - 6 Months Software Computer course from Lucky Computer Land Lakki Marwat.
  - 3 Months Hardware Computer Course from Lucky Computer Land Lakki Marwat.
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## Trainings:

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- Training work in E & I department in Lucky Cement Factory Limited Pezu Lakki Marwat.
  - Enumerator Training (Prime Foundation)
  - Team Leader Training (Prime Foundation)
  - District Supervisor (PPAF) (Cynosure Pvt Ltd)
  - Lister/ Mapper Training (National Institute of Population Studies)
  - FAFEN Observer (FAFEN)
  - Rapid Assessment Technology Survey (WHO & Health Service Academy.)
  - Training Need Assessment (TNA) (Cynosure Pvt Ltd)
  - Out School children Survey (Supervisor)(Glow Consultant)
  - Master Trainer (SRSP/UNDP)
  - Monitoring BISP (IDS)
  - Internal Field Monitoring (APEX Consultant Pakistan)
  - Private School Census Survey (CERP Lahore)
  - Master Trainer (ODCI & Jica)
  - Lead Trainer (NSER Survey)
  - Team Leader (Prime Foundation)
  - District Coordinator (IDS)
  - Town Manager PHC Global
  - Data Reviewer (Direct Focus Community Aid (DFCA)
  - District Supervisor (Direct Focus Community Aid (DFCA)
  - Survey enumerator (Sebcon Pvt Ltd)
  - Master trainer (Relief International)
  - Team Leader (Prime Foundation)
  - Data Base Officer MERF Pakistan
  - Camp Supervisor (TVI)
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## Languages:

- English Reading / Writing/ Speaking
- Urdu Reading / Writing/ Speaking
- Pashto Reading / Writing/ Speaking



## Employment History:

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**Employer:** TVI (Trust for Vaccines & Immunization)

**Position:** Camp Supervisor

**Project:** Health Camps (TVI)

**Location:** Lakki Marwat, Khyber Pakhtunkhwa,

**Duration:** 10 Dec 2023 to 18 Dec 2023

**Description:**

- Supervise the health camps in for away areas of District lakki Marwat.
- Provide guidance and support to ensure that all staff members are performing their duties effectively.
- Monitor and manage the flow of patients through the health camp to ensure timely and efficient services.
- Address any bottlenecks or issues in the patient care process.
- Interact with the community and address their concerns or queries related to the health camp.
- Promote health education and awareness among attendees.
- Prepare a comprehensive report summarizing the health camp, including key metrics, successes, challenges, and recommendations for future events.

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**Employer:** MERF Pakistan  
**Position:** DATA Base Officer  
**Project:** LLIN's Campaign 2023  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa,  
**Duration:** 24 Oct 2023 to 30 Nov 2023  
**Description:**

- Accurately entering data from various sources
- Generating reports and dashboards
- Ensure data accuracy and integrity through verification, cleaning, and backup procedures.
- Assist with other IT-related tasks as needed.
- Review their work on dashboard on daily basis.

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**Employer:** Prime Foundation Pakistan  
**Position:** Team Leader  
**Project:** Naunehal Project (Close Out Survey 2023)  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa,  
**Duration:** 21 June, 2023 to 30 July 2023  
**Description:**

- Prepare teams for line listing and enumeration in 2 Ucs (Pahar khel Thall & BakhmalAhmad Zai ) of Lakki Marwat.
- Give work plan for teams on daily Basis.
- Teams Conduct HH Listing and Survey Enumeration on App.
- Daily check their work on Tab and submitted to server.
- Review their work on dashboard on daily basis.

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**Employer:** Relief International (RI)  
**Position:** Master Trainer  
**Project:** Business Management Skill Training (BMST) 2023  
**Location:** Dera Ismail Khan (DIKHAN)  
**Duration:** 04 April 2023 to 13 April 2023  
**Description:**

- Deliver 4 days Training to the beneficiaries about Business skill
- To deliver training about Business Management Skills to the selected Beneficiaries.
- To understand them the responsibilities of a Businessman.
- To enable them to run their business on successful ground.
- To enhance the capacity about business of the beneficiaries.
- To make to able to make a feasibility report of their Business.
- To able to make a business plan of their selected business
- Submit the Deliverable at the last day of the training.

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**Employer:** Sebcon Pvt Ltd  
**Position:** Survey Enumerator  
**Project:** Citizen Perception Survey 2022-23  
**Location:** Lakki Marwat & Kohat  
**Duration:** 28 Dec 2022 to 15 Jan 2023  
**Description:**

- The survey Is about Citizen perception.
- Interviews 30 Houses daily from the head of house hold.
- Collect data daily on COBO App

- Submit data to server and report to Supervisor on daily Basis.

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**Employer:** DFCA (Direct Focus Community AID)  
**Position:** District Supervisor  
**Project:** Sero Prevalence Survey 2022(Polio Eradication Survey)  
**Location:** Lakki Marwat  
**Duration:** 15 June 2022 15 July 2022

**Description:**

- Give work plan for Listing and Enumeration team on daily Basis.
  - Check line Listing and door marking of field team daily.
  - Also check the enumeration team work in the field.
  - The blood collects from the Under 2 years' children from field, the blood and send to the head office at the end of the day.
  - After field check work and send to the server on daily basis.
  - Daily reporting to the head office.
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**Employer:** DFCA (Direct Focus Community AID)  
**Position:** Data Reviewer  
**Project:** Third Party Verification Immunization Survey 2022  
**Location:** Lakki Marwat  
**Duration:** 15 June 2022 15 July 2022

**Description:**

- Review Data on daily basis of the field team.
  - Randomize the clusters and issued to the field team on daily basis.
  - Daily Check the vaccination card and verify with the data, collect from the field by data collectors.
  - Daily reporting to the head office and discuss the issue of the field work.
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**Employment History:**

**Employer:** PHC GLOBAL (PVT) LTD  
**Position:** Town Manager  
**Project:** Enhance of EPI Coverage in Concern Tehsil.  
 Supportive Supervision & Monitoring of EPI Staff  
**Location:** Lakki Marwat  
**Duration:** 01 Nov 2021 to 30 June 2023.

**Description:**

- Support Supervision regarding EPI on daily Basis in different UCs of tehsil Lakki.
  - Checked the EPI centers and also check their documentation and Charts.
  - Conduct Fix site assessment of every EPI Center and collect on COBO App.
  - Conduct Outreach assessment of each epi Tech in each UC and collect on COBO App.
  - Conduct DQA on COBO app every month in every UCs of the Lakki Tehsil
  - Conduct RCA Quarterly in every UCs of the Lakki Tehsil.
  - Give work plan to Mobile team and monitor them.
  - Monthly meeting with Govt officials.
  - Daily reporting to the Head office.
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**Employer:** UNCHR (IDEA & Bin Anwar)  
**Position:** Master Trainer  
**Project:** "Business Management Skill Trainings 2021 of Afghan Refugees  
**Location:** Mansehra Khyber Pakhtunkhwa, Pakistan  
**Duration:** 22, Sept, 2021 to 08 Oct, 2021

**Description:**

- To deliver training about Business Management Skills to the selected Beneficiaries.

- To understand them the responsibilities of a Businessman.
- To enable them to run their business on successful ground.
- To enhance the capacity of the beneficiaries.
- To make to able to make a feasibility report of their Business.
- To them able to make a business plan of their selected business.

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**Employer:** Innovative Development Strategies (IDS)& BISP  
**Position:** Area Coordinator  
**Project:** Back Check & Spot Check of NSER SURVEY (BISP)  
**Location:** North Waziristan, South Waziristan, Tank, Dikhan, Bannu Kohat & Hangu, KPK.  
**Duration:** 01 April, 2021 to 10 Aug, 2021  
**Description:**

- To make teams for survey in various District of the KPK.
- To Train the teams for survey on tab.
- To make plan for mobilization of teams.
- Monitoring of the field teams in different district.
- To check their work on the spot a
- Check daily work progress and discuss with head office.

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**Employer:** Prime Foundation Pakistan  
**Position:** Team Leader  
**Project:** Naunehal Project (Immunization)  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa,  
**Duration:** 02 Jan, 2021 to 15 March, 2021  
**Description:**

- Prepare team for line listing and enumeration in Whole UC of Lakki Marwat.
- Give work plan for team on daily Basis.
- Conduct HH Listing and Survey before health camp.
- Mobilization about Health camps and aware the community about RoutineImmunization
- Supervise the different health camps in UCs.
- Conduct Post health survey and check their work on daily Basis.
- Daily check their work on Tab and submitted to server.
- Review their work on dashboard on daily basis.

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**Employer:** Innovative Development Strategies (IDS)& BISP  
**Position:** Lead Trainer  
**Project:** NSER SURVEY  
**Location:** North Waziristan & Kurram Agency, Khyber Pakhtunkhwa,  
**Duration:** 28 Nov, 2020 to 31Dec, 2020  
**Description:**

- To deliver training about NSER Survey Held in Southern Regions.
- To understand them the responsibilities of Enumeration.
- To teach them how to use the Tab in field Survey.

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**Employer:** Organizational Development Consultants International (ODCI)& JICA  
**Position:** Master Trainer  
**Project:** "Social Mobilization Activities for Improving Routine Immunization Services In Under- Cover Communities."  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 05 Oct, 2020 to 17 Oct, 2020  
**Description:**

- Conduct social mobilization activity about Routine immunization to the community.
- Also aware the community about Covid-19.
- Also define the advantages of Routine immunization and Covid-19 Vaccine.

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**Employer:** Center for Economics Research Pakistan (CERP) Lahore  
**Position:** Field Assistant  
**Project:** "Private Schools Census Survey"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 21 February, 2020 to 10<sup>th</sup> March, 2020  
**Description:**

- Collect data from all private school in district lakki Marwat.
- Collect data on Tablet from the Principal of the School.
- Daily meeting with Supervisor and submit data to the server.

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**Employer:** Innovative Development Strategies (IDS)  
**Position:** Monitoring Officer  
**Project:** "NSER Survey BISP"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan.  
**Duration:** 22 January, 2020 to 15 February 2020.  
**Description:**

- To check the teams works and their attendance in the field for the BISP survey on house hold coverage checking project.
- To check the interview methodology of the survey team.
- To check the field staff data.
- To submit the report to the IDS head office.

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**Employer:** APEX Consultant Pakistan  
**Position:** Internal Field Monitor (IFM)  
**Project:** "Polio Monitoring & Validation"  
**Location:** Lakki Marwat, FR Lakki Marwat, Khyber Pakhtunkhwa Pakistan.  
**Duration:** 1<sup>st</sup> Feb, 2020 to 09, Feb 2020  
**Description:**

- To check the coverage and complete work of APEX teams after the sampling survey of Polio.
- To attend the morning Meeting of the APEX survey team.
- Validation of the team work in different areas of Lakki.
- To check the household and validate it randomly.
- To share the monitoring data with office by ODK on daily basis.

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**Employer:** Innovative Development Strategies (IDS)  
**Position:** Monitoring Officer  
**Project:** "Waseela e Rozgar Liabilities Survey" BISP  
**Location:** Lakki Marwat Khyber Pakhtunkhwa Pakistan  
**Duration:** 18 Dec 2019 – 15 Jan 2020

**Description:**

- Interview the Benazir income support program beneficiaries (Waseela Rozgar ) in Benazir office.
- Also monitor the activity of Benazir office staff during activity.
- Collect all the data on Tablet.
- Daily submitted data to the server and report to the supervisor.

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**Employer:** Sarhad Rural Support Program (SRSP) & UNDP  
**Position:** Master Trainer  
**Project:** "Business Management Skill Trainings 2019"  
**Location:** North Waziristan & South Waziristan, Khyber Pakhtunkhwa Pakistan  
**Duration:** 12, July, 2019 to 15 November, 2019

**Description:**

- To deliver training about Business Management Skills to the selected Beneficiaries.
- To understand them the responsibilities of a Businessman.
- To enable them to run their business on successful ground.
- To enhance the capacity of the beneficiaries.
- To make to able to make a feasibility report of their Business.
- Submitted all deliverable to the head office at the end of the training.

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**Employer:** GLOW Consultant  
**Position:** District Field Supervisor  
**Project:** "Out School Children Survey"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 12 June, 2019 to 10 July, 2019

**Description:**

- Give work plan for Enumeration team on daily Basis.
- Daily deployment of team on different areas of district.
- Also check the enumeration team work in the field.
- After field check work collect data from enumerators.
- Daily reporting to the head office.

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**Employer:** Cynosure Pvt Ltd  
**Position:** Researcher  
**Project:** "Training Need Assessment" (TNA)  
**Location:** North Waziristan, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 06 May, 2019 to 09 May, 2019

**Description:**

- Assessment of LHW/LHV staff regarding Polio.
- Interview from health staff in different health facilities.
- Conduct assessment on Hard Copies.
- Also submitted the hard copies to supervisor.
- Daily reporting to head office at the end of the day.

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**Employer:** Health Service Academy & World Health Organization (WHO)  
**Position:** Research Associate  
**Project:** "rApid Assistive Technology Survey 2019"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 15 April, 2019 to 05 May, 2019

**Description:**

- Door to door survey about health in different UCs of lakki Marwat.
- Collect data from special person in different areas /Ucs of lakki Marwat.
- Collect data on App.
- Daily submitted data to server at the end of the day.
- Daily reporting to the Supervisor.

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**Employer:** National Institute of Population Studies (NIPS)  
**Position:** Lister  
**Project:** "Pakistan Maternal Mortality Survey 2018-19"  
**Location:** Peshawar, D.I. Khan, Tank, South Waziristan, Kurram, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 2 Dec, 2018 to 25 March, 2019

**Description:**

- List the 250-300 structure in different district of KPK.
- Door to door visit for listing and also door marking of each structure.
- Identify the house hold regarding Maternal Mortality rate in different clusters.
- Collect data on app and submitted to server on daily basis.
- Daily reporting to Head office after work complete.

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**Employer:** Annual Status of Education Report (ASER)  
**Position:** Data Collector  
**Project:** "Annual Statues of Education Report"  
**Location:** Fr-Lakki/Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 20 November, 2018 to 28 November, 2018

**Description;**

- Door to door visit about education survey.
- Collect data of out school children and non-going school children
- Collect data on hard.
- Daily submitted the data to the supervisor

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**Employer:** Community Motivation Development Organization (CMDO)  
**Position:** Logistic Assistant  
**Project:** "General Election Training 2018"  
**Location:** Lakki Marwat, FR-Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 25 June, 2018 to 31 July, 2018

**Description:**

- Arrange election training logistic during Gernal election.
  - Also inform training participant for training.
  - Collect attendance of Election training participants.
  - Daily Reporting to head office.
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**Employer:** FAFEN  
**Position:** Election Day Observer  
**Project:** "General Election 2018"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 25 July 2018  
**Description:**

- Observe the election process during General Election 2018.
- Visit to different polling station to observe the process.
- Last polling station result given to the head office at the end of the day.

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**Employer:** Cynosure Pvt Ltd  
**Position:** District Field Supervisor  
**Project:** "PPAF Funding Project Poverty Score Card"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 31 January, 2018 to 22 March 2018  
**Description:**

- Planning for Team Mobilization on daily basis.
- To check and control all the activities of 30 Enumerators.
- TO check the daily achievement of the given target.
- To sign all filled questionnaires on daily basis.
- To give report to head office at the end of the working day

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**Employer:** National Institute of Population Studies (NIPS)  
**Position:** Lister  
**Project:** Pakistan Demographic Health Survey 2016-17"  
**Location:** Lakki Marwat, Bannu, D.I.Khan, Tank, Karak, Kohat, Hangu, Khyber Pakhtunkhwa,  
**Duration:** 26 September, 2017 to 10 November, 2017.  
**Description:**

- List the 250-300 structure in different district of KPK.
- Door to door visit for listing and also door marking of each structure.
- Identify the house hold regarding health demographic n different clusters.
- Collect data on app and submitted to server on daily basis.
- Daily reporting to Head office after work complete.

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**Employer:** Prime Foundation Pakistan  
**Position:** Survey Team Leader  
**Project:** "Mother Child Care Project"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** June, 2016 to 30 November, 2017  
**Description:**

- Prepare team for line listing and enumeration in Whole UC of Lakki Marwat.
- Give work plan for team on daily Basis.
- Conduct HH Listing and Survey before health camp.
- Mobilization about Health camps and aware the community about Routine Immunization
- Supervise the different health camps in UCs.
- Conduct Post health survey and check their work on daily Basis.
- Daily check their work on Tab and submitted to server.

- Collect data for field team and submitted to the head office at the end of the day.

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**Employer:** Prime Foundation Pakistan  
**Position:** Survey Enumerator  
**Project:** "Mother Child Care Project"  
**Location:** Lakki Marwat, Khyber Pakhtunkhwa, Pakistan  
**Duration:** 29 August, 2015 to May, 2016

**Description:**

- Door to door survey regarding Mother child health in different areas of UCs.
- Conduct HH listing before conducting the enumeration.
- Collect data of under 5 years' children in different clusters.
- After randomization the cluster collect data from 15 selected houses.
- Collect data on hard format.
- Daily submitted data to Team leader at the end of the day.

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**References:**

Available upon Request.