### Contact

#### 0345-5423445.0330-6543575

#### Zabitmsd111@gmail.com

### SKILLS

* Systems and Networks
* Data Analysis
* Management
* Good interpersonal skills
* Team work
* Public speaking
* Problem solving
* Managing and organization skills
* Innovative and Motivated.
* Compucter skills, Ms Office,Ms,word,Ms Excel
* Use of internet

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### LANGUAGES

.pashto:Mother tongue

.Urdu:Fulent spoken and Written

.English:Fulent spoken and Written

Professional Summary

I want to show the best of my skills and efforts and have also chances to improve my knowledge /skillls.i will prove myself as an asset for the betterment and growth of organization Concern.

Experience

**Computer operator**- 07/2021 to till date

**Medical Emergency Resilience Foundation (MERF) THQ Hospital Moula khan Sarai south waziristan upper kpk**,

**RESPONSIBLITIES/ACCOUNTABILITIES**

* Collect data from all departments in hospital
* Insert all date in soft for official record
* Organize date to make monthly report
* Submission of monthly report to data manager
* Review data for deficiencies or errors, correct any incompatibilities if possible and check out put
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access revelent files.
* Ensure proper use of office equipment
* Any other task assigned by data manager.

**Area supervisor** - 09/2017 to 10/2019

**CTC Unicef south waziristan Upper kpk**,

**RESPONSIBLITIES/ACCOUNTABILITIES**

* Exceptionally gifted Area supervision/Social Mobilization more than 25 months as experience of doing supervision of professional leading social organization , As for duties in the management of community health workers, overseeing the operations of polio Eradication and awareness rising among the people. Monitoring & Evaluation (M&E) Conduct Baseline Surveys/Assessments, Coordinate & Mobilize Communities on conducting focous group discussion in target areas.
* Along with that regular field vists and community awareness session at the facility and field level were encouraged.
* Team Monitoring on Daily basis
* Data Collection from Community Health workers(CHW)
* Making weekly and monthly reports and share with concerned unit supervisor
* Making Micro plan for upcoming polio compaign.

Education

**SSC 2014 Bise Dera ismail khan Board**

**FSC 2016 Bise Dera ismail khan Board**

**BSC 2020 Gomal university Dera ismail khan**

**Master 2022 Gomal university Dera ismail khan**

**D.I.T 2015-2016 KPK TTB Peshawar**

Zabit ullah

Computer Operator