OBJECTIVES

* Obtaining a challenging Leadership position, applying creative problem solving and team management skills with a growing organization to achieve optimum utilization of its resources to achieve organizational goals.
* Work under direct supervision of Provincial Coordinator EPI, in close coordination with respective DHO and technical guidance of Provincial EPI team (Including partner organization).
* Monitoring of EPI Health Facilitation Centers to review processes on quality of work and coverage’s.
* Validation of the monitoring reports of the District EPI.
* Monitoring of social mobilization and social &behavioral change communication (SBCC) interventions in the field.
* Supporting various reviews, assessments, and evaluations with qualitative and quantitative data collection from the field.
* Validation of registers of Routine Immunizations as per provided coverage.
* Preparation of weekly/ Monthly monitoring plans and sharing them with the supervisor.
* Maintain information records in accordance with the relevant data policies of EPI.
* Participate in the district-level coordination meetings and provide updates and information as per the EPI policies.
* Support DHMTs in development / updating/ implementation of monitoring /supervision plans and reports/Briefs.
* Regular compile, analyze the monitoring/supervisory reports, identify weakness and prepare briefs with recommendations for feedback to EPI centers and feed-forward to provincial level.
* Closely monitor EPI process and output indicators of coverage, surveillance, reporting and other program components and share with respective DHO and Provincial Coordinator EPI with suggested actions,
* Support in periodic data quality assessments (DQAs) and update/implement data quality improvement plan.
* Support DHMT in VPDs outbreak investigation, response and reporting.
* Support DHMT in development/ updating / implementation/ monitoring of district EPI plans including plan of action (PoA), data quality improvement plan & micro-plans for routine immunization and supplementary immunization activities (SIAs).
* Provide technical support in implementation, monitoring supervision of all EPI related training including trainings of Measles/MNTe SIAs new vaccine introduction.
* Periodically, visit the EPI centers and outreach sites to supervise and monitor vaccination activities.
* Support DHMTs in ensuring monthly EPI review meetings, preparation and sharing of minutes and implementation of decision taken.
* Coordinate with other health programs and partners for integration of EPI activities with other programs activities.
* Any other official activity recommended by provincial EPI.

**MPH (Master in Public Health)**

**MBA 3.5 Equivalent MS**

**M.A Political Science**

* **HEALTH DEPARTMENT, GOVT, OF BALOCHISTAN.**

**KEY DUTIES AS MONITORING & EVALUATION OFFICER FROM 1st December 2017 Till Today, at District Gwadar.**

* **DISTRICT MONITORING & EVALUATION OFFICER, AT (EXPANDED PROGRAM ON IMMUNIZATION BALOCHISTAN).**

**ZAHIR HUSSAIN**

**PERSONAL INFORMATION**

* Computer Problem Solving
* Critical Thinking
* Self-Confidence
* Adaptability
* Collaboration
* Management
* Handling Pressure Strong Work Ethic
* Time Management.
* Father Name: Lal Mohammad
* Nationality: Pakistani Marital
* Status: Single
* CNIC: 52301-0517567-5
* Nationality: Pakistani
* Province: Balochistan
* Division: Makran
* District: panjgur

**TECHNICAL SKILLS & ABILITIES**



+923327811262 +923146955162

[zahirbalochlal@gmail.com](mailto:zahirbalochlal@gmail.com)

House No#301 Street N0#01, Railway Housing society opposite (SBKWU)SardarBahadur Khan Women's University Brewery Road Quetta.

**CONTACT**

EXPERIENCE

* **PROCUREMENT & INVENTORY OFFICER INSTITUTE FOR DEVELOPMENT STUDIES & PRACTICE (IDSP) BALOCHISTAN.**

**PARITICAPANTS**

* **INVENTORY MANAGEMENT**
* To ensure proper tagging and registration of entire assets and inventory of IDSP.
* To ensure addition and disposal assets in IDSP asset/ inventory list.
* To ensure the safety and security of entire IDSP’s assets, inventory.
* To ensure physical verification of IDSP’s assets/ inventory as per policy.
* To ensure the issuance and movement of assets/ inventory as per policy.
* To ensure the report of working condition of assets present to management after three months.
* To ensure the repairing work of assets if needed as per policy.
* To ensure the proper depreciation working of assets as per policy.
* To ensure the entry of inventory/ assets in IDSP assets/ inventory soft wear and keep the soft wear updated and maintain.
* To ensure record and documents of all vehicles their taxes and insurance documents.
* To ensure updates record and documents of IDSP’s building and their taxes insurance documents.
* To ensure the revaluation of assets as per policy when needed.
* **PROCUREMENT**
* To ensure the procurement process according to IDSP’s policy only for those items which will be capitalized and will be part of the inventory list.
* To ensure the proper documentation of all assets/ inventory procured by IDSP and keep one copy of each preceded case.
* To ensure the technical evaluation of assets/ inventory before purchasing.
* To ensure quality and sustainability of assets/ inventory.
* To ensure the need assessment before parching’s of any assets/ inventory.
* **ADMIN & HR ASSISTANT HEALTH & NUTRITION SOCIETY (HNNUTS) BALUCHISTAN.**
* **(KEY DUTIES) FROM 1 NOV 2016 TO 1 NOV 2017.**
* Executive administrative duties include documentation key.
* Screening resumes and then only passing on the most suitable ones to senior manager to review.
* Scheduling interviews
* Updating the HR calendar with staff annual leave dates.
* Helping out with the day to day activities of the HR admin team.
* Supporting the daily office operations.
* Updating computer payroll systems.
* Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
* **(KEY DUTIES) FROM 1 AUG 2012 TO 1 JUL 2013**
* **HR ASSISTANT CENTER FOR PEACE & DEVELOPMENT (CPD) BALOCHISTAN.**
* Updating HR records and files.
* Verifying employee references.
* Updating payroll system.
* Updating staff attendance forms and records.
* Ordering stationary that will be used in the HR department.

**INTERESTS AND HOBBIES**

* Available on Request

**LANGUAGES**

**REFERENCES**

**COMPUTER SKILLS & CERTIFICATE**

* English
* Urdu
* Balochi
* Bravi
* Computer
* Mountain climbing
* video games
* playing cricked
* music Listening
* Traveling
* Fishing
* hunting
* Volunteer Work Community work
* Cisco Certified Network Associate (CCNA) in a progress in (Muslim Hands Informatics QUETTA).
* Achieved Networking Certificate in (MUSLIM HANDS IMFORMATICS QUETTA).
* Completed DIT Course in (Muslim Hands Informatics QUETTA).
* Can run (Windows, MS Word, MS Excel, MS Power Point, and Internet).
* Achieved Typing Certificate in (MUSLIM HANDS INFORMSTICS)
* Participated in Model United Nations Quetta (MUNQTA)
* Participated in 2nd International Conference on Emerging issues in Management and Economics.
* **Completed a Research on The Spillovers of Family to Work Conflict in (Banking Sectors) on 2nd of Aug 2016 at BUITEMS Quetta.**
* **DID A PROJECT ON CONFLICT HANDLING IN ORGANIZATION.**
* **DID A PROJECT ON THE RECRUITMENT OF EMPLOYEES IN AN ORGANIZATION.**

**DECLARATION**



* **MPH (Master in Public Health) 2020-2022** from alhamdislamic university Quetta.
* **MBA EQUIVALENT MS (MANAGEMENT SCIENCE) 2017**

Human **Resources**Baluchistan University of Information Technology, Engineering and Management Sciences (BUITEMS, QUETTA)

* **M.A [POLITICAL SCIENCE] 2016**

UNIVERSITY OF BALOCHISTAN, QUETTA 2nd Division

* **BACHLORS OF ARTS 2013**

UNIVERSITY OF BALOCHISTAN, QUETTA 2nd Division

* **FA 2010**

DEGREE COLLEGE PANJGUR 2nd Division

* **MATRIC 2008**

GOVERNMENT BOYS HIGH SCHOOL KHUDABADAN, PANJGUR

Science 2nd Division.

ACADEMIC BACKGROUND

ACHIVEMENTS AND TRAININGS

* **Company:** Expanded Program on Immunization Baluchistan) With Support of WHO
* **Duration:** One Day, 14 December 2018.
* **Description:** Planning Meeting for Acceleration of Routine Immunization
* **Company:** Expanded Program on Immunization Baluchistan) With Support of WHO
* **Duration:** 2 Days 13.14 March 2019
* **Description:** Training on VPD/AEFI Surveillance
* **Company:** Expanded Program on Immunization Baluchistan) With Support of WHO and UNICEF Baluchistan
* **Duration:** six days 29th April to 05th May 2019
* **Description:** MID LEVEL MANAGER (MLM) TRAINING ON EXPANDED PROGRAM ON IMMUNIZATIOIN (EPI) At Movenpick Hotel Karachi.
* **Company:** Expanded Program on Immunization Baluchistan) With Support of WHO
* **Duration:** Two Days 9th to 10th September 2019.
* **Description:** Components of Macro plan and RED Macroplanning for 2020.
* **Company:** Expanded Program on Immunization Baluchistan) With Support of UNICEF
* **Duration:** One Day 14th October 2019.
* **Description:** Provincial ToT on MNTe Campaign 2019.
* **Company:** Expanded Program on Immunization Baluchistan) With Support of WHO.
* **Duration:** One Day 14th March 2020.
* **Description:** Planning meeting for Routine Immunization 2020.

RESEARCH AND PROJECTS

* Research Project on the topic of “**The Spillovers of Family to work conflict”** under the supervision of Assistant Professor Muhammad AdeelAnjum.
* Conducted Session on Conflict Management
* Conducted Session on Leadership
* Strategic Analysis of Pearl Institute (Quetta.)
* I hereby assure that the above information furnished by me is true and correct to the best of my knowledge.
* I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company’s adjectives.