



Aamir Naseem

Location: 6/14, Rana Street 138 AS,
Aziz Park Ichhra Lahore

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Objective:

To seek long-term career in a progressive and dynamic organization that offer good work environment and professional development opportunities.

Core Skills:

- MS Office from “NICON” Lahore.
 - A good ability to operate in
- Have a good experience in using windows environments, 2003, 2007 Sales Software and database.
 - Internet and e-mail packages in
- English (written & spoken) daily routine basis.
- Urdu (written & spoken)

Career Summary:

From last 1 year
Organization
Position:

WHO
UCSP

RESPONSIBILITIES

Monitoring Pre, Intra & Post Campaign.

Monitor the process of implementation of the campaign as per guidelines and provide feedback to DPEO accordingly.

Ensure accuracy of transfer of data from Tally Sheet to 2A & 2B forms on daily basis.

In daily review meeting at UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign

Assist the DPEOs and district trainers in planning, coordinating and organizing training sessions for vaccination teams and supervisors.

Follow up and report to PEO on timely payment of incentives to the front line workers

Ensure proper implementation of SIAs with special attention to hard to reach areas and under- served high risk population.

Assist UCMO to prepare all kind of report's and discussed by AICs.

Ensure the quality data on IDMS.

Micro planning, Registration of school, mosque , madrassa, high risk population, Still NA, zero dose lists and ensure the coverage.

Focus on EPI and ensure Fix site & outreach sessions, stock and proper vaccination.

Regarding AFP Surveillance visit Wapda Teaching Hospital weekly and visit UCs formal and informal health care providers.

March,2015–	Till to Date.....
Position:	<u>Union Council Polio Officer</u>
Organization:	World Health Organization (WHO)

RESPONSIBILITIES; (*Working in UC 107, Samnabad Town as UCPO*)

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Before That.

W.E.F **2014-2015**

Position: **Admin Assistant:**

Organization: PRSP (Punjab Rural Support Program)

RESPONSIBILITIES;

To control all administrative work including Stock level's, Medical Record's, Time *Check*. Suppliers Payment etc.

2010–2013

Branch Manager

**United Marketing) Lahore LU Biscuits Distribution/
Nestle (Pvt) Pakistan Limited.**

Responsibilities;

- Key Accounts management,
- Reconciliation of parties Accounts
- Supplies Chain, Stocks updating and Maintenance.
- Ordering, Invoicing & Supervision Route Plan.
- Dealing with Principle Companies with respects to Targets and Finance matters & settlements.

2008 - 2010 **Admin In charge**
Dubai Electricity & water authority

Responsibilities;

Transport, Gate Office, Health& Safety. Housekeeping,
Gardening, Canteen, Mess.

2000 - 2007 **Second Assistant Manager**

McDonald's Pakistan

Responsibilities;

- Branch Administration,
- Customers Care, etc.
- Supervision of Billing and Supplies maintenance
- Reconciliation of daily sales
- Public Relation. Staff management.
- Sales Promotion Implementation

1993 - 2000 **Territory Manager**

Nutricia Cow & Gate

Responsibilities:

Sales & promotion of Company's products in assigned Territories

Achievements:

March, 2005

Lahore Pakistan

- Development Course PIMS

Nov, 2003 to Dec, 2003

Lahore Pakistan

- Instructor: Basic Training of Fast Food

2003 NICON Computer College

Lahore Pakistan

- MS Office

Education & Qualifications:

- **B.Sc.**
University of the Punjab Lahore

1988-1990