

MOHAMMAD TARIQ KHAN s/o Saghir Ahmed Lodhi

H. # 16/6, Sheet 15,
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Pakistan
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NIC: 43203-6575882-7

Date of Birth: 25.03.1979
Domicile: Sindh (U)
Nationality: Pakistani
Languages: English, Sindhi
Urdu, Punjabi,
Siraki,

Objective:

To achieve more and more knowledge to improve my professional skills

Qualification:

Masters in Sociology
2007-8
Shah Abdul Latif
University, Khairpur

Technical Education:

Three (3) Years Diploma, Electrical
Three (3) Months Diploma, Electronics
Computer Software & Hardware

Skills

Business writing (letters, Memos, reports writing, etc)
Experience or planning, organizing and prioritizing work
Experience of working to deadlines
Experience in responding quickly and accurately
Willingness to be self-servicing within guidelines
Ability to show initiative, consulting when necessary
Administrative skills for the holding of workshops/seminars etc
Negotiation skills, Time Management, accuracy, using diplomatic approach
Filing and Organizing, Basic operation and maintenance of office equipments
(PC, Printers, Scanners, Digital Cameras, Photo state and Fax Machines)

IT Skills

- Computer Hardware
- Word Processing (MS Word)
- Presentation Development (Power Point)
- Internet & Email
- Computer updating and troubleshooting
- Computer Installation and Maintenance
- Installation and configuration of software
- User expertise at workstation

Experience

Over Eighteen years of experience in social and relief work, writing of proposals for research and welfare, implantation plan for the project, monitoring and evaluation, public relation, coordination, event arranging and investigative generalist, Translation, Printing, Publications and Research work.

CURRENT POSITION: UNION COUNCIL POLIO OFFICER (UCPO) UC03 SAUDABAD MALIR KORANGI

ADDITIONAL TASK: Also performing as Lead UCPO MALIR TOWN DISTRICT KORANGI

1. District Support Officer (H) POLIO & COVID-19
District Korangi, Karachi
2. Union Council Community Support Officer (SHMA)
Polio Eradication Initiative (PEI), Expanded Program on Immunization (EPI)
3. Social Mobilizer * The Aman Foundation
4. Public Relation Officer
* Friendship House, Potohar Mental Health Association (PMHA), Islamabad
5. Project Administrator
Organization for Rehabilitation of Disabled Persons (ORDP), Islamabad
* Capacity Building of NGOs and Community Leaders
6. Coordinator & Administrator
Organization for Rehabilitation of Disabled Persons (ORDP), Islamabad
* Capacity Building of NGOs, Teachers of Normal/Special Education & Community Leaders
* Survey of Prevalence of Disability
* Medical Camps for the Special Persons
* Supplementing Nutritional Intake for Children with Disabilities
7. Team Leader
(Islamabad, Peshawar & Rawalpindi)
Marketing & Research Consultants, Karachi
* Corruption 2006 Survey
8. Enumerator/Supervisor
(Free Lancer)
Social Research Consultants & Associates (SORECA)
* Impact of Micro-credit facilities on Women Entrepreneurs
9. Data Entry Operator / Data Supervisor / Report Editor
National Institute of Population Studies (NIPS), Islamabad
* Status of Women Reproductive Health Survey
* District Population Development Profile (DPDP)

Research & Publications

Thesis * Factors Leading to Violence against Women

Voluntarily Administrative & operational work (Six months) for Thesis Under supervision of National Project Coordinator, Ministry of Women Development, Islamabad

- * Implementation of National Plan of Action (NPA) for Women