ABID NOOR 

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Father Name: Muhammad Noor

NIC No: 21506-4008028-5

Date of Birth: 20-March-1992

Nationality: Pakistani

Domicile: Newly Merge Tribal Areas (NWTD)

Religion: Islam

Cell Phone: 03337554446

E-mail: noor\_ins@outlook.com

Permanent Address:Village Miran Shah, UC Miran Shah-1 Tehsil and Post office Miran Shah (N.W.T.D)

Postal Address: House No: 137, Street No 3, Sector K-4, Phase 3, Hayatabad Peshawar KPK.

**OBJECTIVE**

Field related position in an organization that will benefit from my initiative, capabilities, and contributions, to boost my skills and gaining field experience required coping with the challenges of new world and to be a part of competitive organization to use my full potentialities as an innovative person and to prove my capabilities as a team worker and leader through hard work.

**EDUCATION:**

**Master of Business Administration (HRM)** IBMS Agriculture University (2014-2016)

**Bachelor of Arts (Eco &Stat)** University of Peshawar (2012-2013)

**Intermediate** BISE Peshawar (2008-2009)

**Matriculation** BISE Bannu(2007)

**EXPERINCE:**

Working as a **Supervisor** with National Data base and Registration Authority from Jan 2024 till date. Registration Authority Worked as a **Field Monitor** with Micro Merger (Pvt.)Ltd in NWTD from January 2019 To Oct 2023.
**Detail Job descriptions**

**Monitor Pre-campaign Activities.**

* Attending DPEC meeting.
* Monitor AIC training
* Monitor team training,
* Micro plan revalidation,
* Attending Final Readiness meeting.

 **Monitor Intra-campaign Activities.**

* Monitor 3 vaccinating teams and taken 3 clusters of households.
* Attending evening meeting at UC level, and District level.

 **Monitor Post-campaign Activities.**

* Verification of still NA and Refusal with AIC.
* PCM and Spot survey

 **Review Meeting**

* Prepare presentation for review meeting.
* Presenting over all activities of Pre, Intra and Post in review meeting.
* Worked as an **Office Assistant** at Hurmaz Enterprises Overseas Employment Promoters Peshawar from June 2017 To Dec 2018.
* 1-year experience as **INTERNEE** under NIP in Directorate of Quality Assurance Agricultural University Peshawar (Worked on Online Evaluation of employees,Self-assessmentReport, Drafting, Checking Plagiarism and other Routine activities of QEC)
* Six months Internship in PTCL (Degree Requirement).

**PERSONAL CHARACTERSITICS**

* Strong interpersonal, Management and communication skills
* Reporting Skills
* Presentation Skills
* Outstanding management skills
* Cheerful and Hardworking

**EXTRACURRIULAR ACTIVITIES**

* Playing Volley ball and Badminton
* Travelling like to explore new places and meet people to learn about their culture and history

**COMPUTER SKILLS**

* Expert in use of HRIS software (Human Resource information system)
* M.S Office Skills (M.S Word, M.S Excel, Power Point, Internet Setting,)
* Working commands on MS word, MS excel, PowerPointetc.….
* Internet Skills.
* Sufficient knowledge of computer hardware.
* **LANGUAGES**
* **English**: Read, Write, Speak.
* **Urdu:** Read, Write, Speak.
* **Pashto:** Read, Write, Speak.
* **Persian:**Only can Speak.