

ISRAR UL HAQ

SUPERVISOR

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📍 : Sharbat khan qillia pajaggi Road near faqir kaly
peshawar, Peshawar, KPK.

Date of Birth : 02/07/1995

Gender : Male

Marital Status : Single

Nationality : Pakistan

SUMMARY

Experienced Job Title with over Number years of experience in Govt Department & NGO Sector. Excellent reputation for resolving problems, improving satisfaction, and driving overall operational improvements.

Multi-talented Team Supervisor consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and productivity.

Energetic Team Supervisor Manager offering a proven history of success in overseeing with an efficient, performance-driven approach. Manage business effectively through proactive operational and team oversight. Sustain revenue growth with continuous attention to achieved main goals.

WORK EXPERIENCE

August 2022 -
October 2022

Field Mointior
PHC Global

Peshawar, Kpk

December 2021 - Team Supervisor
April 2022

Directorate Of Labour KPK, UNICEF,C4ED

Haripur, KPK

- Learn about the key requirements, duties, responsibilities, and skills that should be in a manager job description.
- Top manager interview questions with detailed tips for both hiring managers and candidates.
- Ability to keep a positive attitude in a fast-paced environment
- To review all the information and accurate to finalized the individuals cluster of that area where the department is required .

November 2021 - Field Moinitor
December 2021

- Timely conduct measles campaign readiness assessment at district level using WHO tool according to schedule individually or in coordination with district Polio Eradication Officer as advised
- Update the assessment tool findings as instructed
- Timely conduct measles campaign readiness assessment at UC level using WHO tool according to schedule individually or in coordination with PEI staff in as many UC as possible.
- Assist DPEC and DHMT in assigning UC level PEI staff or other available eligible individual to conduct UC level periodic readiness assessment using WHO tool.
- Conduct supervision of the measles campaign using observers? checklist as per guideline
- Coordinate with DPEC and DHMT for recording and follow-up of minutes of meetings held at district level for Measles campaign
- Assist in coordination with DPCR for facilitating smooth field data collection on time and reporting at higher level
- Assist in reviewing monitoring and supervision reports of 1st and 2nd level supervisors, identify inconsistencies and missing data for correction and compile the results and present to the DPEC, DHMT and province.
- Assist in district, tehsil and UC level activities e.g. Trainings of health workers and supervisors, doctors, volunteers, advocacy meetings etc. and prepare reports....

November 2021 - **Team Assistant**
November 2021

Measles Rubella Campaign WHO

Peshawar, KPK

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August 2019 - **Team Supervision And Accountant**
September 2020

Agha Khan University

Peshawar, KPK

- Collect all camper and staff medications, lock them up and distribute as prescribed.
- Maintain all camper and staff health forms
- Ensure that all staff are aware of and follow all Camp Health Policies.
Be constantly aware of surrounding areas to maintain high safety and quality standards in all camp activities and programs

Fill out Incident Report Forms and Workman's Compensation Forms as necessary and file with Camp Administration.

April 2018 - September 2018 **Data Entry And Health Facility**
 Neilison NGO Peshawar, KPK

- Entering the basic information account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- source data for ODK entry

September 2017 - November 2017 **Internee**
 The Bank Of Khyber Peshawar, Kpk

- Manage and archive quality documentation and participate in internal and external quality audits
- Initiated outbound administrative requests by phone and in writing to accomplish.
- Evaluated quality problems and performed Action to identify and resolve issues
- Tracked customer shipment requirements to improve customer satisfaction while increasing service efficiencies

EDUCATION

September 2018 - June 2020 **Finance - IM Science Peshawar**
 MBA Peshawar, KPK.

January 2014 - December 2017 **Finance - The University Of Agriculture Peshawar**
 BBA Peshawar, KPK.

September 2017 - September 2018 **Information Technology - Government College Of Management Science Peshawar**
 Diploma Peshawar, KPK.

September 2011 - May 2013 **Pre Engineering - Government College Peshawar Faqir Abad Number 01 Peshawar City**
 HSSC Peshawar, KPK.

April 2009 - April 2011 **Science - Iqra Public School Warsak Road Mathra Peshawar**
 SSC (Matric) Peshawar, KPK.

SKILLS

Leadership ☆☆☆☆☆ Team ★★★★★ Problem ☆☆☆☆☆

Computer
Skill



Work
Communication Skill ☆☆☆☆☆

Solving

HOBBIES

Creativity

Collecting Books For Reading

Playing Games

REFEREES

Available on Request