



MIAN AHMAD ALI SHAH

Project Officer/project co ordinator at Riz consulting

A focused project management graduated from a well reputed univeristy of Islamabad .specialised in project management .possesses relevent experince in relevent field ..aiming to secure a place in a well reputed organization private or public 'which will provide commercial expossure and opportunities for progression.

Contact Info

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MOHALLAH SHERAFZAL JUNG HOUSE NO
447/B BANNU CITY KPK PAKISTAN
BANNUCHI ENTERPRISES 2ND FLOOR
BARKAT PLAZA SADDAR RAWALPINDI
Rawalpindi, Pakistan

Strengths & Skills

- ✓ AIM ORIENTED
- ✓ computer skills
- ✓ team facilitator
- ✓ can perform well in stress situation
- ✓ Project Management
- ✓ Supervisory Skills
- ✓ MS Office
- ✓ Communication Skills

Academics

Title	Institute	Score	Date
OSHA	Islamabad		2024
BBA (hons) PROJECT MANAGEMENT	Federal Urdu University of Arts, Sciences and Technology, Islamabad	2.5 CGPA	2018
HIGHER SECONDARY SCHOOL CERTIFICATE	GOVERNMENT POST GRADUATE DEGREE COLLGE BANNU KPK PAKISTAN, Bannu	58%	2012
SSC	HERA SCHOOL AND COLLEGE BANNU KPK PAKISTAN, BANNU	59%	2010

Experience 4 years

Company	Designation	Duration	
RIZ consulting	Geographic coverage Support System	Jan 2024 - Mar 2024	2 months
AAA Associates	senior sales Manager	May 2021 - Aug 2023	2.3 years
WORLD HEALTH ORGANIZATION	TTM	Jun 2018 - Nov 2020	2.4 years
MIAN DAMSAZ ALI SHAH &CO	Office Administrator / Office Assistant	Jan 2018 - Nov 2018	10 months
BANNUCHI ENTERPRISES	Office Assistant / Office Coordinator	Jan 2016 - May 2017	1.3 years

Work History

RIZ consulting	Jan 2024 - Mar 2024 (2 months)
Geographic coverage Support System	Bannu, Pakistan
1:Teams Training According To the Upcoming Projects in different Cities. 2: during field checking Devices from the teams and making sure all the devices performing well. 3: Geathering data from the teams And Forward It the DEOC. 4: Any kind of Issues happening during project and timely Assurance of resolving of such projects regarding data.	
AAA Associates	May 2021 - Aug 2023 (2.3 years)
senior sales Manager	BAHRIA TOWN RAWALPINDI, Pakistan
Handling team members and securing their dialled data finding new clients from the Market making good relationship with the clients . entertain the cleints of Chairman and MD of AAA Associates in different sectors.	
WORLD HEALTH ORGANIZATION	Jun 2018 - Nov 2020 (2.4 years)
TTM	Bannu, Pakistan
1.preparation of the micro plane for the upcoming campaigns. 2.training of the teams according the newly changes made by the higher authorities.	

- 3.desk review and field validation of all micro plans according to standard format and send to PEO/PDA.
- 4.Monitoring and inspection of AICs and mobile teams.
- 5.collecting data from the health facilities .
- 6.supervision of pre,post and intra campaign data.
- 7.submitting of DDM cards to DPCR(direct disbursement mechanism).
- 8.tally sheet analysis .
- 9.Reporting of zero dose (routine)and AFP childrens reported by teams /AICs to UPEC/PEO/PDA.
- 10.Indicating of errors and mistakes during campaign and reporting to the concern authority .

MIAN DAMSAZ ALI SHAH &CO

Jan 2018 - Nov 2018 (10 months)

Office Administrator / Office Assistant

BANNU, Pakistan

BANNUCHI ENTERPRISES

Jan 2016 - May 2017 (1.3 years)

Office Assistant / Office Coordinator

Rawalpindi, Pakistan

Projects

KHALIFA GUL NAWAZ HOSPITAL BANNU CITY

Jan 2018 - Nov 2018 (10 months)

Company: MIAN DAMSAZ ALI SHAH &CO

Tools: construction

Industries

- Project Management
- Accounting/Taxation
- Construction
- N.G.O./Social Services
- Services
- Trading

Languages

- English - Beginner
- Pashto - Beginner
- Urdu - Beginner

Functional Areas

- Accounts, Finance & Financial Services
- Administration
- Planning & Development
- Product Management
- Safety & Environment

Hobbies

- READING BOOKS
- playing football
- travelling