**Muhammad Talha**

**CV**

Cell # +92 317 6187336

E-mail: talhakhan34715@gmail.com

 **PROFESSIONAL SUMMARY**

Dedicated and results-driven professional with over 5 years of working experience, demonstrating expertise in project management and social development. Proven track record includes roles such as Field Officer for ISU Government of elementary and secondary education (UNICEF's Education-Afghan Refugees project), Public Relations Officer at Ghazali Institute of Medical Sciences, and Office Manager at Hope87 NGO focusing on skills development among Afghan refugees. Adept at social mobilization, contributing significantly to the success of health and hygiene projects during tenure at State Development Organization. Additionally, served as a Surgical Technician at Government Naseer Ullah Babar Memorial Hospital, showcasing technical skills in the operating theater. Committed to making a positive impact through effective collaboration and innovative solutions.

 **PERSONAL INFORMATION**

* Name : Muhammad Talha
* Father’s Name : Muhammad Sharif
* Gender : Male
* Date of Birth : 22nd Jan 2002
* Marital Status : Single
* NIC : 17101-4425077-7
* District : Peshawar
* Religion : Islam
* Address : House No 01, Street 5,Taj Abad Board Peshawar

 **ACADEMIC QUALIFICATION**

* BS Sociology from University of Peshawar in 2023
* Surgical Diploma From KPK Medical Faculty 2019
* FSC from government Degree college in 2019
* Matric from university public school Peshawar in 2017.

 **CORE COMPETENCIES**

* Outstanding communication and presentation skills.
* Excellent time management, organizing and planning skills.
* The ability to generate and create new ideas.
* Flexibility and personal accountability.
* Self-management, stress management and innovation.
* Oral and written communication.

 **TRAININGS**

* Training on Prevention of Sexual Exploitation Abuse
* Training on DRR from ISU-DoE
* Training on Parents Teacher Council PTC from ISU-DoE
* First Aid Training Directorate of E&SE Peshawar.
* Training on public relations.
* Surgical training from Government naseerullah babar memorial hospital

 **PROFESSIONAL HISTORY / WORK EXPERIENCE**

**Field Officer**

**Directorate of Elementary and Secondary Education Khyber Pakhtunkhwa ISU-DoE**

Duration: Oct 2023- Jan 2024

Project: Education -Afghan Refugees -UNICEF

**Public Relations Officer**

**Ghazali Institute of Medical Sciences**

Duration: August 2023- September 2023

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**Office Manager**

**Hope87 NGO**

Duration: October 2022- July 2023

Project: Skills development Among Afghan Refugees

**Social Mobilizer**

**State Development Organization**

Duration: October 2021 – September 2022

Project: Health and Hygiene

**Surgical Technician**

**Government Naseer Ullah Babar Memorial Hospital**

Duration: January 2019 to Jun 2020

Project: OT Technician

 **COMPUTER SKILLS**

* MS Office, Internet, Adobe Photoshop.

 **References**

* Pir Fahad Ali Shah Program Manager at ISU directorate peshwwar.

* Syed Israr Ali. Program Manager Hope 87

 +92 332 9990927

* Abdul Hameed finance manager state development l organization

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* Umme Laila Jaffary. Director ISU DOE &SE Peshawar

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