

Muhammad Saleem

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Permanent Address: Sadda, Lower, Kurram, Agency Erstwhile FATA (NMD KP)
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Objective

A challenging and rewarding position in a reputed organization, which not only utilizes my education, knowledge and skill but also provides an opportunity for personal growth and career development.
I am young, energetic and enthusiastic having dynamic personality with strong interpersonal skills, highly self-motivated and responsible professional appearance, task oriented, flexible and love to work in a challenging environment.

Personal information

Gender : Male
Marital Status : Single

Professional & Academic Qualifications/Courses

- IOSH, Managing Safety**
(Edcone Institute of Occupational Health and Safety Pakistan)
- FIRE PREVENTION, SAFETY OFFICER and Oil & Gas Installation COURSE**
(Civil Defense Training School Islamabad Government of Pakistan)
- LEADING FIRE-MAN COURSE**
(Civil Defense Training School Muzaffarabad Government of Pakistan)
- SPECIALIST INSTRUCTOR RESCUE 1122**
(Civil Defense Training School Peshawar Government of Pakistan)
- Basic & Advance Safety & Security Certificates**
(United Nation Development for Safety & Security..... Online Course)
- M.Sc. Pak Study**
(Allama Iqbal Open University, AIOU Islamabad).

Working History:

Organization: SRSP GOAL (Girls out of School Action for Learning)
Donor: FCDO /RSPN
Location : District D.I.Khan / Khyber
Designation: District Education Officer 1st March 2023 to UP To date

Key Accomplishments

- Introduced the project and motivated community for reactivating (PTC)Parent Teacher Councils.
- Identified the contact persons in community, developed Profiles of the Schools and assisted PTCs /community for addressing education issues.
- Assist in follow up with Donor to ensured that work plan filed activities and means of verification are properly aligned and documented for reporting.
- Building relations and regular coordination with Provincial relevant government stakeholders and support to project am anger in managing Provincial Partners and Provincial level activities.
- Liaised in conducting various activities to develop capacities of PTC and Teachers for improvement of Education.
- Consulted with Department of Education for all levels Teachers, SMCs , PTC, PTAs, & Community Institutions.
- Reached out of school children for admission in schools.
- Mitigated drop out ration and discontinuation of Education by school going children.
- Developed training plans and Facilitated delivery of Training Session.
- Facilitated Evaluation of the training participants and training course.
- Established liaison with the Education departments and other stakeholders.
- Facilitated the PTCs , SMCs, PTAs Community in organizing enrollment drives.
- Facilitated the PTCs/ Community in development of School improvement Plans.

- Retention of students in school, and addressing issues of students absenteeism, counseling of parents to send their children's especially boys, & girls.
- Ensured the consolidation of list of out of schools children and make efforts to get these students in schools with the help of PTC, SMCs, PTA,s and make efforts to increase enrolment in primary Middle, High schools and decrease/ eliminate dropout boys & girls students Brining to Come back to Schools.
- Filed visits and monitoring/mentoring of the Project Activities.
- Training Need Assessment(TNA) for teachers.
- Awareness of school children regarding sexual assault and embarrassment.
- Establish and maintain effective coordination with the district education Department , and other important stakeholders at the district level.
- Made a plan for the supervision and monitoring of specific schools.
- Visited selected schools for quality control and oversight in accordance with the plan and specifications set forth by SRSP.
- Assisted the schools' staff in developing plans of action to fill the discovered gaps.
- Verified that the needed amount of data is entered on time.
- Data from quality monitoring and supervisory visits should be analyzed, and results should be shared with the appropriate parties.
- Created programming and monitoring reports in compliance with the requirements of donors and public sector stakeholders.
- Helped the programme lead and others by providing information and statistics as needed.

Organization: *Secours Islamique France, SIF FFA ,CBT, FER.*

Donor: *UN-WFP*

Location : *Upper Dir KPK*

Designation: *Social Organizer*

Feb, 2022 To 30 January 2023

Key Accomplishments

- Prepare activity implementation plan and discuss the required resources to undertake the activity.
- Prepare responsible for community mobilization, assisting beneficiary assessment and ensuring smooth cash/food disbursement to beneficiaries
- Repair the activity implementation plan and discuss the required resources to undertake the activity
- Ensure the community participation in the project activities
- Form / re-organize Community Based organizations (CBOs) male.
- Conduct Village mapping/profiling through different PRA tools (i.e. is BBCMs, Mapping/profile, conflict resolution wealth ranking etc.
- Mobilize community and orient project and organizations' mandate
- Work with community members to map and prioritize community needs.
- Identity the EVI,s in the 3% per villages during the assessments.
- Identify and organize appropriate capacity building, and technical resources to support project implementation
- Ensure efficient and effective implementation of Food Security, Livelihoods, Cash transfer and WASH related interventions at community level.
- Write regular weekly, monthly and other reports (as per suggestion and need)
- Facilitation and support in conducting the awareness sessions
- Mobilize community groups, sensitize and train them on specific topics as required, organize and facilitate meetings.
- Mobilize communities for cash disbursement at designated cash disbursement points.
- Deliver training and awareness sessions to communities on different topics under Cash for training activities.
- Follow the Social Mobilization guidelines of SIF and implement it at community level.
- Perform other duties as requested by the line supervisor.
- Acted as the quality control focal point for the project and assisted in the day-today quality control monitoring of FFA and FER
- Supporting the Team Leader in the monitoring of the FFA and FER activities.
- Ensured that the questionnaires filed for Food Distribution and Cash Disbursement are accurate and meet the requirements set by the WFP.
- Reported to SIF management of any problems or issues arising immediately and regularly and made suggestions on how to improve efficiency and service.
- Maintain a positive working relationship with the community, field staff and with external stakeholders involved with the processing of the caseload.
- Identify and build a collaborative network with other NGOs, Government Agencies who are engaged in Flood Response programming within the target districts and encourage collaboration on research, programming and advocacy.
- Support management with assisting in planning, execution, and delivery of FFA and FER projects in Flood Emergency Response.
- Provided guidance/Training to local communities and District Administration in effective gender resilience approaches to ensure that SIF's/ WFP gender mainstreaming programming is effectively ensured.

- Worked in coordination with the Project, Engineer, Communications, and M&E Teams and related project stakeholders for Flood Response.
- Give Gender-related inputs to the communications team for Weekly, Monthly quarterly (QPR) and other reports required by SIF and Donor. Assist in the post distribution monitoring as required.

Organization: *MOI*

Location: *Hangu KP*

Designation: *District Field Officer*

1st Nov, 2019 to 31st Dec 2021

Key Accomplishments

- Mobilize Community towards project activities.
- Create awareness creation on project goal, objectives and expected outputs.
- Facilitate development of community structures for managing the implementation of project activities.
- Facilitate recruitment and training of Community Based Resource Persons and Beneficiaries.
- Provide continuous re-orientation and training to Community Based Resource Persons and Beneficiaries on topical areas relevant to Financial Literacy.
- Ensured proper follow-up of decisions at community and office level.
- Acted as a bridge between community and MOL and OGDCL project management.
- Facilitated management and technical staff visits during Field and inter-action with respective communities in the District Kohat.
- Participated and contributed in weekly, monthly, and other project related meetings
- Provided the supported in preparing work plans and project reports as per the instructions of supervisor MOL oil and Gas Company.
- Identification of local level issues and promote local initiatives to solve these issues with the supported Stakeholders and local communities. Facilitated the community to pass their complaints to the management through CRM in a transparent manner.
- Ensured project related record is completed Documents at field level.
- Perform other tasks and duties as assigned by the supervisor.

Organization: *Muslim Hands International*

Donor: *UN OCHA*

Location : *District Kurram*

Designation: *Social Organizer & Hygiene Promoter*

1st Oct 2018 to 31st August 2019

Key Accomplishments

- Community Transect Walk in targeted project intervention areas of Kurram Agency.
- Formation of Community based organization for project on going activities.
- Conduct the BBCM meeting in the different communities in the different villages.
- Conduction of base line assessment, need assessment and end line assessment in the target areas
- Identification of communities for assessment.
- To conduct Pre and Post KAP survey which/whenever asked by immediate supervisor.
- Assist the Project Manager and other team members in implementation of project activities.
- Conduct hygiene promotion sessions focusing on proper hand washing safe excreta disposal, safe household water management , latrine usage, and other key hygiene messages through home-to home visits , group discussions community meetings information campaigns, targeting the community on the assigned villages and key community members(religious leaders, elders,etc.) to promote good hygiene practices and discourage bad practices.
- Selection of beneficiaries for assessment from the targeted community of project intervention areas.
- Distribution of NFI, s & hygiene kits among the beneficiaries from the same community.
- Distribution and positioning of IEC material's.
- Follow up and ensure that gender, protection,local culture, and other important cross- cutting concerns are considered in program implementation, and reporting.
- Coordination and with Community Stake Holders &Govt Official .
- Reporting on daily basis or weekly basis to Reporting Officer and Project manager.
- Maintained proper Documentation of Project Activities.

Organization: *UN- FAO*

Donor: *JICA*

Location : *District Kurram*

Designation: *Distribution Facilitator*

1st Sep, 2017 to August, 2018

Key Accomplishments

- Facilitate UN-FAO during the distribution of Rabi Inputs 2016-17 at different location of Kurram.
- Facilitate FAO team in documentation during distribution and after distribution.
- Facilitate beneficiaries and help them to check their token and make them in line for package.
- Compilation of data in hard as well as in soft of the Rabi Inputs 2016-17 distribution.
- Capture pictures of the packages while receiving's it from FAO during distribution.
- Reporting to seniors on daily bases of the received packages of FAO Rabi Inputs distribution.

Organization: *Muslim Hands International*

Donor: *UN Habitat*

Location :

District Kurram

Designation:

Social Mobilizer & Hygiene Promoter

1st Feb, 2017 to August 2017

Key Accomplishments

- Community Transect Walk in targeted project intervention areas of Kurram Agency.
- Formation of Community based organization for project on going activities.
- Conduct the BBCM meeting in the different communities in the different villages.
- Conduction of base line assessment, need assessment and end line assessment in the target areas
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- Coordination and with Community Stake Holders &Govt Official.
- Reporting on daily basis or weekly basis to Reporting Officer and Project manager.
- Maintained proper Documentation of Project Activities.

Organization:

Norwegian Refugees Council (NRC)

Donor :

DFID

Location :

District Kurram

Designation:

Distribution Officer

1st Sep ,2015 to December ,2016

Key Accomplishments

- Facilitate IDPs in Registration for Distribution of NFI's & Food Items in the New Durrani IDP's Camp at Sadda Kurram Agency (FATA).
- Distribution of NFI's among the IDP's in the Camp.
- Monitoring of distribution process of NFI's and FI's inside the Camp to the IDP's
- Monitor and report on the winterization activities and ensure compliance with plans and NRC standards.
- Monitor activities and report any issues or concerns in a timely manner. Carry out data collection and monitor progress against the plans.
- Ensure that NRC's related activities are implemented within NRC's Protection mainstreaming guidelines and report any breaches/concerns to the line manager and/or focal point for proper action
- Act responsibly and communicates respectfully with service providers and community members in relation to the placement of orders for winter items.
- Coordinate with Logistics for the delivery of the packaged items arrangements.
- Submit daily and weekly reports to the Officer on the activities and action points.
- Coordinate with various NRC staff at field level on implementing program activities.
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Organization:

Sui Northern Gas Pipeline

Location:

Peshawar Phase -5

Designation:

Health & Safety Coordinator

August, 2012 to Sep 2015.

Key Accomplishments

- Maintaining and Implementing Company's HSE Policy.
- To ensure Occupational Health and Safety legal compliance.
- Report on the project's compliance with HSE policies to the Engineer HSE.
- Coordinate with In-charge HSE for safety requirements and follow up.
- Preparing weekly and Monthly HSE report and Statistics.
- Accidents/ incidents investigation and reporting.
- Preparing banners and sings boards regarding Safety.
- To respond to employees' safety concerns.
- To maintain good housekeeping on workplaces.
- To arrange daily tool box talks.
- Monthly inspection of Fire extinguishers and first-aid kits.
- Implementation of PTW systems and controlling.
- Marinating and keeping record of all HSE documents.

Computer Skills

- Good command on Microsoft word, excel and PowerPoint.
- Installation of window and other software's.
- Know how to use internet.
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Languages

- English, Urdu Pashto, Punjabi, Persian .

References

Will be furnished on demand