## **Waqar Ahmad Khan**

**Postal address**: Village Pushtoon Ghari Tehsil & P/O Pabbi District Nowshera KPK Pakistan.

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## 1dabbi**OBJECTIVE:**

To work in a challenging environment in any government and non-government organization for career growth through sincere, achievement and skill and where evaluation is based on performance and where is an equal chance of career development.

## dabbi**PERSONAL INFORMATION:**

* Father Name : Gulab Khan
* Nationality : Pakistani
* Date of Birth : 21-08-1991
* CNIC : 17201-7922056-7
* Religion : Islam
* Domicile : Nowshera KPK Pakistan.
* Gender : Male
* Marital Status : Married

**EDUCATIONAL INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **YEAR** | **MARKS OBTAINED** | **TOTAL MARKS** | **BOARD** |
| S.S.C | 2007 | 568 | 900 | BISE Mardan |
| FSc | 2009 | 598 | 1100 | BISE Mardan |
| BSc | 2011 | 332 | 550 | University of Peshawar |
| MS (Finance) | 2016 | 2.8 | 4.0 | University of Peshawar |
| DIT | 2014 | 1175 | 1400 | Trade Technical Board Peshawar |

**EXPERIENCE & SERVICE:**

***Designation: Field Assistant***

***Organization: PHC Global***

*Project Title: Strength of Routine immunization in District Bannu & Lakki Marwat*

*Duration:* ***1st Jan 2023– Till date***

**Services and Responsibilities:**

1. Capacity building of Extended Program on Immunization (EPI) Human Resources (HR).
2. Work with the UC and tehsil level EPI staff to enhance EPI coverage in their concerned Tehsil/District.
3. Visit one or more UCs in accordance to submitted work plans on daily basis to collect data and monitor vaccination sessions on an approved format.
4. Conduct daily visits to respective Tehsil health offices/District Health to submit daily progress and data to the DDHOs/EPI Coordinator and assist in taking corrective measures.
5. Ensure comprehensive and updated routine immunization micro-plans and other immunization data in all the high-risk by validating the micro-plans and assisting in rectifying the errors
6. Support all the immunization-related activities including MR, TCV in the respective tehsil/District.
7. Ensure optimal engagement between EPI field staff, community-based organizations, and communities.
8. Strengthening outreach activities through linkages with community influencers for their involvement in social mobilization activities. Involvement of religious and political leaders through meetings, workshops, and seminars.
9. Ensure the development and maintain updated profiles containing all the geographical, social and other data on population with special focus on high-risk groups.
10. Ensure the quality RED & REC Micro plan.
11. Frequently supervision of EPI fixed and outreached activity.
12. Assist EPI Coordinator for Re Functionalization of EPI centers.
13. Assist EPI Coordinator for the rationalization of EPI staff.
14. Ensure timely coverage of EPI zero dose children through effective planning.

***Designation: Admin Officer***

***Organization: PHC Global***

*Project Title: Strength of Routine immunization in District Bannu & Lakki Marwat*

*Duration:* ***1st Dec 2021– 30 Dec 2022***

**Services and Responsibilities:**

1. Verify all expense claim to certify correctness and ensure that all appropriate supporting documents have been providing
2. Maintenance of an effective banking system including preparing monthly bank reconciliation
3. General management of the office: ensure regular supply of power: water ensure timely supply and adequacy of office supplies e.g. stationary, ink, paper proper maintenance and safety of office
4. Proper maintenance of office files including accounting and contract files
5. Oversee the operation of office account: planning and monitoring of expenditure, liaising, with vendors
6. Stay current with all regulations, practices, tax laws, reporting requirements and industry trend
7. Perform other duties as required
8. Analyze and compile daily attendance report of the staff and shared with HR
9. Daily and Monthly data Compilation of Campaign, Mobile team vaccination of B&L
10. Making logbook of all vehicle
11. Arrange Training, Meeting and workshop
12. Compile Town Coordinators monthly reports, Success stories and findings/observation

***Designation: Admin Officer, Data Reviewer***

***Organization: PHC Global***

***Project Title: Polio Seroprevalence Survey 2022***

***Target Areas: Bannu and North Waziristan***

***Duration: 3Months***

**Services and Responsibilities:**

1. Arranged and Facilitate trainings of team regarding Sero survey
2. Review all the online data collected from field by teams
3. Sample information of blood monitoring visit
4. Arrangement of logistics to the teams

***Designation: Admin Officer, Monitoring Officer, Data Reviewer***

***Organization: PHC Global***

***Project Title: TPVICS 2022***

***Target Areas: KPK 9 Districts***

***Duration: 3Months***

**Services and Responsibilities:**

1. Hiring of Human Resource for TPVICS
2. Arranged and Facilitate staff trainings
3. Review all the online data collected from field by teams
4. Smooth monitoring and supervision of field staff
5. Logistics and vehicle arrangements for field staff

***Designation: Data Collector***

***Organization: Pakistan Bureau of Statistics***

***Project Title: Child Labor Survey***

***Target Areas: Nowshera District***

***Duration: 3Months***

***Designation: Sale Officer***

***Organization: EFU, UBL Branch***

***Target Areas: Nowshera***

***Duration: Jan 2021 to July 2021***

**Designation: Admin & Finance Officer**

**Organization: Direct Focus Community Aid (DFCA)**

**Project Title: Education**

**Target Areas: Peshawar**

**Duration: 1st Feb 2020 to Dec2020**

**Designation: Assistant/Audit (Intern)**

**Organization: University of Peshawar**

**Duration: Jan2017 to Jan2020**

**Designation: Computer Operator**

**Organization: RAHBAR (Research and Awareness for Human Development Benefits and Rights)**

**Project Title: Health**

**Target Areas: Nowshera**

**Duration: 1 July 2012 to11 January 2016**

**COMPUTERS SKILL:**

* MS Office
* Marketing Skill
* HR Skill
* Strong Communication Skill
* Peach Tree
* Quick Book
* Tally
* Internet Searching

**LANGUAGES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Write** | **Read** | **Speak** |
| **English** | Excellent | Excellent | Fluent  |
| **Urdu** | Excellent | Excellent | Excellent |
| **Pashto** | Good | Excellent | Excellent |