

MUHAMMAD JAMIL

malik4jamil@yahoo.com

Mobile: +971566296112

Specialization: Major: MASTER OF BUSINESS ADMINISTRATION (MBA)

**Objective**

I am determined to take any challenge promising ample chances to grow, learn and lead in the field of administration, Finance, Accounts, social sector/development projects, especially polio/EPI health sector work inclined with my education and experience through determined team work, adding value and promising a better future. I am also very friendly and find it easy to talk to people from all backgrounds.

Personal information

Father Name: Munzoor Ahmed
 Date of Birth: 01th February 1987
 CNIC No: 32402-6156184-5
 Domicile: Rajanpur (Punjab, Pakistan)
 Permanent Address: chah bitharay wala Muza babul wali Tehsil Jampur Disst Rajanpur.

Educational Qualification

DEGREE NAME	INSTITUTION NAME	MARKS	GRADE/%	PASSING YEAR
MBA (Banking Finance)	IUB Bahawalpur	1829/2400	3.33/4.	2008-10
B.A General	B.Z.U Multan	592/800	74.00%	2006-08
F.Sc Pre-medical	B.I.S.E D.G.Khan	644/1100	58.54%	2003-05
Matriculation	Science B.I.S.E D.G.Khan	673/850	79.17%	2001-03

Computer Proficiency

Sr.	Skills & Abilities	Proficiency Level	Last Used/ Practiced
1	Word Processing	Excellent	Currently Using
2	Soft Presentation	Excellent	Currently Using
3	Spread Sheet	Excellent	Currently Using
4	14 months computer hardware R&M course from VTI (Vocational training Institute Jampur (PVTC Lahore, Punjab vocational Training council Lahore 07-01-2007 to 06-03-2008)		
5	6 month short course of MS office.(01-06-2007 to 31-12-2007)		

Major Achievements:

- ❖ Submitted 6 successful stories on "field issues" in CTC career to till date & got appreciation.
- ❖ Conducted training as a "MASTER TRAINER" on "BIRTH REGISTRATION" at DHQ RAJANPUR for Rajanpur COMNet staff in "CTC" ON 14-10-2013.
- ❖ Worked as an "ASSISTANT OF DHCSO RAJANPUR" to support/Learn at Distt level data communication activities in Distt Rajanpur from July 2012 to till date.
- ❖ Conducted training as a "MASTER TRAINER" on "CHILD PROTECTION ISSUES & BIRTH REGISTRATION" for Rajanpur staff in "HAYAT Foundation"
- ❖ Conducted training as a "MASTER TRAINER" on "CONVENTION ON THE RIGHTS OF CHILD (CRC)" for Rajanpur staff in "HAYAT Foundation"

Job Experiences

- ❖ CURRENTLY WORKING AS A FOLLOW UP CLERK IN DEEP SEA SHIPPING LLC FOR DUBAI CUSTOMS-UAE (FROM 20ST OCT 2014 TO TILL DATE).

JOB DESIGNATION	FOLLOW UP CLERK (JOB NO 3 CURRENT JOB)
JOB DURATION	20-OCTOBER-2014 TO TILL DATE
ORGANIZATION NAME & WORK STATION	DEEP SEA SHIPPING LLC (DUBAI CUSTOMS HQ-PORT RASHID)
JOB DESCRIPTIONS	<p>Custom Clearance at Dubai International Airports, DWC, Land and sea ports (Port Rashid, Jebel Ali & Mina Khalid SHJ) are performed in timely manner according to Rules & regulations.</p> <p>Performs administrative and office support activities. Duties includes filling, telephone calls, receiving Purchase office supplies and keep organized and directing visitors, word processing, creating spreadsheets and presentations, and filing. Maintain office monthly calendar. Facilitating exemption documents and getting special permission from Local government bodies for imported cargo. Passing all kinds of imports & exports documents (sea, air, land) and RO-RO Container using MIRSALL II in Dubai Jebel Ali, Port Rashid, Hamriya Port, Abu Dhabi and Sharjah</p>

- ❖ TOTAL JOB EXPERIENCE OF TRAININGS/ADMINISTRATION/MONITORING/COMMUNICATION TO TILL DATE: 4 YEARS & 2 MONTHS INCLUDING 2 YEARS & 8 MONTH OF POLIO/EPI EXPERIENCE

JOB NO	2
JOB DESIGNATION	UNION COUNCIL COMMUNICATION SUPPORT OFFICER (UCO) (WORKED AS AN ASSISTANT OF DHCSO TO SUPPORT/LEARNING AT DISTT LEVEL DATA COMMUNICATION ACTIVITIES.)
PROJECT NAME	POLIO ERADICATION INITIATIVE (PEI) EXPANDED PROGRAM ON IMMUNIZATION (EPI)
JOB DURATION	20 OCT 2011 TO 30 JUNE 2014
ORGANIZATION NAME & WORK STATION	CHIP TRAINING & CONSULTANT (PVT) Ltd (HIRED BY CHIP TRAINING & CONSULTANT (PVT) Ltd UNDER CONTRACT WITH UNICEF PAKISTAN FOR POLIO ERADICATION INITIATIVE GOVERNMENT OF PAKISTAN) UNION COUNCIL SONMIANI, BANGLA ICHA TEHSIL ROJHAN, UC BASTI RINDAN TEHSIL JAMPUR DISTT RAJANPUR PROVINCE PUNJAB PAKISTAN
JOB DESCRIPTIONS	<p>Major Tasks</p> <p>Leading and supervising for Social Mobilizer</p> <ul style="list-style-type: none"> • Support Social Mobilizer (SMs) in creating awareness and educating the community about ongoing activities for the polio eradication & routine immunization.

	<ul style="list-style-type: none"> • Identify, recruit, train (build capacity of SMs on skills, effective counseling such as paternity building, planning etc) and supervise social Mobilizer in high risk areas (HRMs). • Facilitate SM induction trainings as well as all refresher trainings with the help of line managers. • Provide exhaustive field orientation and on-the –job trainings to SMs • Relating and Networking (community engagement) • Identify non-government organization (NGOs) and civil society organizations (CSOs) who can conduct social mobilization activities at the community level and conduct resource mapping. • Identify and motivate religious leaders, elders, schools and other local influencers at UC level and particularly in resistant pockets, to support polio eradication initiatives (PEI) activities. • Plan and coordinate activities with NGOs working at UC level for social mobilization. • Planning and organizing • Planning • Tracking and mapping of high risk areas for communication activities. • In consultant with health Department and guidance from DMO concerned, identify sub-UC high risk areas. • Identify UC-level activities for the inclusion in District level communication plan communicate to District Health Communication Support Officer (DHCSO). • Identify IEC requirements and distribution plan and coordinate with necessary partner to ensure implementation. • Ensure influential religious leaders, etc are included in the team micro plan. • Assist in preparation of SM work plan and IEC activity plan for respective areas. • Ensure the inclusion of SMs names in the UC micro plan. • Support DPEC meetings in developing and implementing UC social mobilization plan. • (Also in outputs) • Detailed monthly plan by the 1st of every month. • Detailed micro plan of UC community mobilization and communication activities including polio rounds as well as routine immunization sessions. • Implementation and Monitoring • Monitor effectiveness of SMs and activities conducted by him/her. • Ensure orientation of Religious and community leaders at UC – level. • Conduct UC-level meetings and events with leaders before each SNID to motivate and mobilize them. • Ensure quality of log refusals books by SMs and ensure data corresponds to planned activities. • Ensure IEC materials are placed as per distribution plan and data accordingly. • Support Government partners during Polio rounds to cover missed households.
--	---

	<ul style="list-style-type: none"> • Ensure through MO/EDO that routine immunization services are made available to cover the missed children. • During house to house campaigns, ensure that SMs accompany vaccinator teams and help the teams in vaccinating all children in community • Reporting (also in outputs) • Weekly feedback to DHCSO on progress, constraints and performance according to establishing indicator. • Reporting forms and monthly formats. • Data-based planning of interventions: • Interpret SM data for the planning specific interventions and assist SM in the implementation. • OUTPUT • Weekly feedback to DHCSO on progress, constraints and performance. • Detailed monthly plan by the 1st of every month. • Detailed micro plan of SM activities including Polio rounds as well as routine immunization sessions. • Reporting forms and formats latest by 2nd of every month.
--	---

ON THE JOB TRAINING COURSES

SR NO	TRAINIG DATE	TRAINNERS	TRAINIG AGENDA	TRAINING VANUE
11	22-03-14	Sohail Anjam Sahib(M & E Officer-PEI) Zeshan Sahib (Project Manager- PolioinfoPak-Data Base Management system)	PolioinfoPak-Data Base Management System	SHEEZA INN MULTAN.
10	20-2-2014	M.Umar Kamal(IRM Coordinator) Naima Iqbal(IRM Trainer) Madam Iram sumaira (M & E Officer UNICEF) Khalid Javed Sahib(COMNet coordinator –Punjab) Saqib Atta sahib (Project Officer PEI,CTC)	Training & evaluation strategy tools For Polio Eradication Initiative COMNet staff UNICEF	Range Hotel Rajanpur.
9	29-10-2013	Madam Iram Sumaira (M & E Officer UNICEF) Saqib Atta sahib (Project Officer PEI,CTC)	PRIME -4 PLANINING REPORTING IMPLIMENTATION MONITORING & EVALUATION	AJWA HOTEL D.G.KHAN
7	28-04-2013	Dr.Tahir Munzoor sahib (Nutrition chief Federal) Dr.naemullah sahib (Health Officer UNICEF) Saqib Atta sahib (Project Officer PEI,CTC)	TELLY SHEETS ANALYSIS & MICRO- PLAN VALIDATION	MUSHTAQ HOTEL RAJANPUR
6	04-03-2013	Ltd karnal arshad Mehmood sahib (Security Advisor CTC) Saqib Atta sahib (Project Officer	TRAINING ON PERSONAL SECURITY	MUSHTAQ HOTEL RAJANPUR

		PEI,CTC)		
5	29 -01-203	Sohail Anjum sahib (Data Communication Officer UNICEF) Dr.naemullah sahib (Health Officer UNICEF),Mam samar Alam (Monitoring & Evaluation Officer UNICEF) Saqib Atta sahib (Project Officer PEI,CTC)	PRIME TRAINING3	ROYAL HOTEL D.G Khan
4	the 21 st and 22 nd of March, 2012	(1)MAM Sarah Farooqui, Manager, HR & Training, CHIP Training & Consulting (Pvt) Ltd. (2) ABDUL HAMEED SATTI SR.MANAGER TRAINING, CHIP Training & Consulting (Pvt) Ltd.	LEADERSHIP & MANAGEMENT TRAINING OF UCOs	MULTAN HOTEL SIND BAD
3	03-05 March 2012	(1)DR.NAEEMULLAH HEALTH OFFICER UNICEF DR.SHAHAB UNICEF	Monitoring & Evaluation Trainings for UCCOs	EDO Health Office, Multan.
2	Feb 23-24	(1)SOHAIL ALI (2) MAM MARIAM RAZA ZAIDI UNICEF (3)DR.NAEEMULLAH UNICEF (4)MAM NAIMA SAEED UNICEF	C4DPunjab COMNet Staff Reporting, Checks and Balances, Monitoring and Evaluation Training	MULTAN HOTEL SIND BAD
1	Wednesday & Thursday/ 15th and 16th November ,2011	(1)MAM Sarah Farooqui, Manager, HR & Training, CHIP Training & Consulting (Pvt) Ltd.	COM Net ORIENTATION WORKSHOP FOR UNION COUNCIL COMMUNICATION OFFICERS	Hotel One, Multan

Research and projects

- ❖ Research report on "Factors affecting access to micro credit by women in Bahawalpur"
- ❖ Pre-feasibility report on the topic "Rice Husking Mill."

Industrial visits

- ❖ HAWK Rice Mills Multan road Lodhran.

Key skills

- ❖ Good Motivational and Communication skills.
- ❖ Leadership Qualities and Smart working nature.
- ❖ Excellent interpersonal skills and Cultural sensitivity to effectively interact with all levels of staff
- ❖ Team work, motivation and coordination skills, including the ability to work effectively in a multicultural environment
- ❖ Ability to work under pressure and extensive work load
- ❖ Strong skills in written and oral communications in English, Urdu and local language

Curriculum activities

- ❖ Participated in seminar on "Teaching Methodology in Business Management"
- ❖ Participated in seminar on "HR in changing times"
- ❖ Participated in seminars on "Presentation skills and Public speaking"
- ❖ Participated in the project "How to conduct an interview"

Languages

- ❖ Urdu Good in Reading, Writing, Speaking and Listening.
- ❖ English Excellent in Reading, Writing, Speaking and Listening.
- ❖ Saraiki Fluent in Reading, Writing, Speaking and Listening.

References



❖ Name :	KHURRAM KHOSA SAHIB		
❖ Designation :	District health communication support officer (EX-BOSS)		
❖ Department :	CHIP	TRAINING	& CONSULTAN PVT
	LTD/COMNet/UNICEF(Distt Rajanpur)		
❖ Contact# :	0334-6725608		
❖ Email :	Abbas_elite@yahoo.com		
❖			

❖ Name :	MUHAMMAD HARON SAHIB		
❖ Designation :	Project Manager		
❖ Department :	Sanjh Preet Organization(current Org)		
❖ Contact# :	0331-5034592		
❖ Email :	azwa_sabad@yahoo.com		

❖ Name :	DR.RIAZ AHMAD SAHIB		
❖ Designation :	(PEO) POLIO ERADICATION OFFICER(WHO)DISTT		
	RAJANPUR		
❖ Department :	world Health organization		
❖ Contact# :	0333-5711614		
❖ Now working as a MS DHQ	RAJANPUR Department Of Health Distt Rajanpur		

❖ Name :	DR.Wazeer Hussain		
❖ Designation :	SPECILIST IN THQ JAMPUT		
	RAJANPUR		
❖ Department :	Department Of Health Rajanpur		
❖ Contact# :	0335-3269414		
❖ Email :	drwazirahmad@gmail.com		

Roll No. 325
Registration No. 2008-IU-1671

Serial No. 0001121
Session 2008-2010



The Islamia University of Bahawalpur
Upon successfully pursuing the prescribed course of study do hereby confer upon

Muhammad Jamil S/D of Munzoor Ahmad

The Degree of

MASTER OF BUSINESS ADMINISTRATION

together with all honours, rights and privileges pertaining thereto.

He/She completed ~~Four~~ semesters alongwith Research Project and was placed in Grade ~~B~~ by securing CGPA of ~~3.33~~ out of ~~4~~.....

Controller of Examinations

13-08-2010
Date



Vice Chancellor

Chancellor

Seal and Signature of the Vice Foreign Affairs, Government of Pakistan is attested.
The Consular General is not responsible for the contents of the document.

Muzamir Hussain Khan
Consular Attaché
05 Mar 2017
Date

Rs. 800
HIGHER EDUCATION COMMISSION OF PAKISTAN
1176427
21 MAR 2016
AMBASSADOR
THE ISLAMIA UNIVERSITY OF BAHAWALPUR
Registration Clerk
Bahawalpur

Ministry of Education
Islamabad

ATTESTED

S. SHAHID AZIZ
Assistant Director (Cons-III)
Ministry of Foreign Affairs
Islamabad

21 MAR 2016

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
وزارة التعليم العالي والبحث العلمي
Ministry of Education
Date: 22/03/2016 09:59
No: 10000003226
4507228

BAHAUDDIN ZAKARIYA UNIVERSITY MULTAN-PAKISTAN



SESSION 2008
THIS IS TO CERTIFY THAT

MUHAMMAD JAMIL
son of MANZOOR AHMAD

of DISTRICT RAJANPUR

has passed the 1st Annual Examination of the academic session held in March - April, 2008 securing 592 / 800 marks and has been placed in FIRST Division.

Having fulfilled the requirements he has been admitted to the degree of

BACHELOR OF ARTS

in this University.

The examination was taken as a whole

Controller of Examinations

Chancellor

Multan,



