

# SHAH NAWAZ

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## OBJECTIVE:

Willing to work in highly competitive environment with high dedication in challenging jobs with personal efforts and struggle in esteemed organization.

## PROFESSIONAL EXPERIENCE:

### ➤ Polio Eradication Program (Public Organization):

**Designation:** Area Level Social Mobilizer (Jan 2023-Till date)

*Job Description:*

- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objectives in the communities
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Good in communication and flexible, able to present organization on different platforms.

### ➤ Director General Health Peshawar Kpk:

**Project:** Covid Vaccination Project Peshawar

**Designation:** Data Entry Operator (July, 2021-June, 2022)

*Job Description:*

- Data entry of daily vaccinated client
- Responsible for liaison closely with the DHO, DC Peshawar
- Remove Queries (CNIC error, Dosage day Gap error, invalid vaccination ID error ) from data on daily base for updating data in NIMS system
- Prepare presentation of daily base achieved target
- Prepare daily workplane for LHW and mobile teams
- Received hard data from field team on daily base
- Daily base update data in NIMS system

### ➤ Bus Rapid Transit (BRT), Peshawar:

**Project:** Prime HR

**Designation:** Accountant (02 Aug, 2020 – June, 2021)

*Job Description:*

- Create and maintain a positive work environment for all cashiers
- Communicate with customers and address any problems they may have
- Operate registers and perform general checkout functions
- Generate reliable and accurate till reports from every register
- Resolve cash tills when closing, ensuring the money matches the report & is stored safely
- Assist cashiers with requests such as price checks

➤ **World Health Organization (WHO):**

**Project:** Covid Vaccination Project Nowshera and Peshawar.

**Designation:** Temporary Tehsil Monitor (1 July, 2019 – 31 July, 2020)

*Job Description:*

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures & progress towards achieving the project output
- Recommend further improvement of the logical frame work
- Develop monitoring and impact indicator for the project success
- Monitor and evaluate overall progress on achievement of results
- Preparation of monthly MIS reports
- Assist the Project Manager in preparing other relevant reports

➤ **Meezan Bank Charsada ( The Premier Islamic Bank):**

**Designation:** Accountant (05 May, 201 – 05 May, 2019)

*Job Description:*

- Manage all accounting transactions
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Comply with financial policies and regulations
- Repairing New account

**EDUCATIONAL QUALIFICATIONS:**

Degree / Diploma	Year	Division	Board/University
• Master In Public Adm.	2017	1 <sup>st</sup>	University of Peshawar
• Bachelor of Commerce	2014	1 <sup>st</sup>	University of Peshawar
• DIT in Computer	2015	1 <sup>st</sup>	Board of Technical Education Peshawar
• Diploma of Commerce	2011	1 <sup>st</sup>	Board of Technical Education Peshawar
• Science	2009	3 <sup>rd</sup>	BISEP

**PRIMARY SKILL:**

- Excellent interpersonal
- communication skills
- Team Leader
- Creative problem solver
- Loyal & determinant
- Ability to Face all kind of challenges

**PROFESSIONAL SKILLS:**

- MS Office Excel
- Operating systems (MS-Windows 2000/2003/Xp/Vista/ Win 7)
- Database (Ms-Access)
- Microsoft office 2003/2007/2010

**LINGUISTIC PROFICIENCIES AND OTHER SKILLS:**

- English
- Urdu
- Pushto

**REFERENCES:**

Reference Shall Be Provided On Demand