* To work in a dynamic organization where efforts are recognized and rewarded through elevation in status and where ample opportunities for learning and career advancement exist & to ensure effective and efficient utilization in finance sides. Goal Oriented, Analytical Approach, Quick Learner, Adjustable, Team Worker, can work well in stressful conditions, good communication, and writing skills.

OBJECTIVES

**CONTACT**



* **MBA 2010-13**

Kohat University of Science & Technology, Kohat

* **BSc (Computer Science) 2006-07**

Kohat University of Science &Technology.

* **B.Ed 2014-15**

Allama Iqbal Open University Islamabad

* **FSc (Pre Engineering) 2003-04**

Govt post graduate college Kohat

* **SSC (Science) 2002**

Govt HigherSecondary School Hurmaz

* **D.I.T2011-12**

New Frontier College of Commerce Kohat

* **OSHA (Thirty Hours) 2014**

TTB Peshawar

* **IOSH 2015**

United Kingdom

* **CT 2013-14**

Allama Iqbal Open University Islamabad

**PERSONAL INFORMATION**

+923352525217

+923326565833

[kamranahmad.apex@gmail.com](mailto:kamranahmad.apex@gmail.com)

Village Hurmaz Tehsil & P/O Mirali

District North Waziristan

**TRAINING COURSES / WORKSHOPS**

* Hygiene Promotion
* Disaster Risk Reduction (DDR)
* Hygiene/Personal and Domestic
* Community Mobilization and Participation
* First Aid Basic Training
* Social Organization
* Ten days training for Data Collection from Population Council (PC)
* Three days training on data management with “Bauru of Statistics”
* Two days training on “Life Skills” with FATA education KPK.
* Powerful speaker
* Self-motivated
* Capable of facing any challenges
* Creative mentality
* Honest
* Punctual

**D I S T I N G U I S H F E A T U R E**

* Nationality: Pakistani
* Marital Status: Married
* CNIC: 21505-4418844-1
* Nationality: Pakistani
* Date of Birth: 12-02-1987

**Areas Of Interest**

**Human Recourses**

**Management**

**KAMRAN AHMAD**

1. **Community Mobilization Officer**

**CERD Aug, 2009 — May, 2010**

**Pakistan (Hangu + Kohat)**

Community mobilization and sensitization.

Build strong coordination among CSOs and community.

Responsibilities of Admin. And Finance.

Capacity building of community organization for the future intervention.

Planning to implement strategies to create pleasant environment coordination with other line department and stack holders.

* Capacity building of Local CSOs at grass root level.
* Mobilization and motivation of local resource.
* Formation of Community organization and their capacity building regarding record keeping, office management and needs identification.
* Preparing Monthly progress report to PC regarding the progress of activities.
* Arrangement of corner meetings with communities to conduct CBBM to form CSOs at grass roots level and conducting of mutual understanding meeting among CSOs and communities to implement the program monitoring of field level activities.

EXPERIENCE

ACADEMIC BACKGROUND

-

* Two days training on “Psychosocial Skills” with FATA education department KPK.
* Five days training on WASH, NUTRITION, EDUCATION, HEALTH and CHILD PROTECTION.
* Two days training on MCDs (Health) with PEACE (UNICEF) InKohat.
* Five days training (2nd July to 7th July) on CMAM (Community Based Management of Acute Malnutrition) with FPHC Kohat.
* Six days training on PEI with Chip Training & Consulting & UNICEF in Shelton House Peshawar University Town Peshawar.
* Three days training on IPC Skills with UNICEF & CTC in Peshawar.
* Two days training on AFP surveillance from 16 April 2015 to 18 April 2015 in DHDC hall Bannu.
* Three days training on Polio plus and security in Shelton House Peshawar from 29 April to 2 May 2015.
* Capacity building training with CTC at Peshawar Shelton Green Peshawar hotel.
* TOT FATA training from 3rd August to 5th August 2016 at Shelton Green Peshawar.
* Progress sharing with project coordinator.
* Arrangements of Seminars, dialogues, Hujra meetings at community level.
* Developed different financial reports of the CERD Organization.
* Developed different reports of the field level activities.
* Developed Field monitoring Reports and Monthly progress reports
* Syed Mehtab Ali Shah COMNet KP Provincial Officer Chip Training & Consulting Pvt Ltd Cell: 0345-5007831
* Dr Afzal Immunization Officer WHO Hangu Cell: 03339224561

**INTERESTS AND HOBBIES**

**LANGUAGES**

**REFERENCES**

* Cricket
* Internet Surfing
* Basketball
* Reading News Paper
* Hiking
* English
* Urdu
* Pashtu
* Arabic

**(3) Field Monitoring Officer**

**Apex Consulting Pakistan in (UNICEF)**

**From Nov 2012 to Dec 2013**

**Pakistan (Bannu+Kohat+FRBannu+FRKohat)**

**Duties & Responsibilities:**

* To develop indicators and other monitoring tools for the project activities.
* To provide technical support to field staff on tools/formats etc.
* Monitor the field level activities on regular basis.
* To provide positive feed-back to field staff and provide on job support.
* To collect the required data from field on regular basis and generate reports as & when required.
* To ensure that all activities are taking place according to the agreed plan.
* He will be responsible to assist the PM in achieving the targets in time.
* Monitoring officer will report to the Manager at head office level.
* Frequent field visits to carry out process monitoring based on minimum standards and output level indicators.
* Manage complaint response mechanism at field level.
* Compile and analyze data on monthly basis and share it Project coordinator.
* Conduct and facilitate situation analysis, develop monitoring systems for the project and carry out monitoring visits.
* Ensure effective management of data on Complaint and Response, Monitoring Action Plan Tracker and other related tools.
* Carry out monitoring visits, document and share the key learning and recommendations with respective project teams.
* Ensure effective management and maintenance of databases developed for the project.
* Any other task assigned by the supervisor.

**(2) M & E Assistant Officer**

**KADO Nov 2010 to Oct 2011 Pakistan (Kohat+Hangu) Specific Duties & Responsibilities:**

* Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about the implemented projects and submit a detail report about the activities.
* Attend and observe each bidding process prior to grant implementation to ensure transparency on behalf of all stakeholders.
* Attend and observe Community Consensus Jirga’s (CCJ) and Project Oversight Committee (POC) meetings and document proceedings, decisions made and level of community participation.
* Compile comprehensive final project evaluations report based on information retrieved from the database and field.
* Draft project specific M&E plans to be included in grant development and also coordinate with program field staff to obtain field data pertinent to each indicator outlined in the project M&E plans at the post completion visit to the project site.
* Identify and document success stories and case studies on extraordinary aspects of the project.
* Carry out Broad Based Evaluation Studies on particular assigned grants related topics in line with the decisions made.
* Support the M&E Manager and Supervisor in the collection of additional information from the field as required. 6
* Ijaz Mehmood District Manager IDEA Kohat Cell:0334-8254044

**(4) UC Communication Support Officer (UCCSO)**

**COMNet/Chip Training & Consulting Ltd Pvt Ltd**

**Pakistan.**

**July 2014 to Up to 15 Sep 2016 Pakistan**

**(North Waziristan +Bannu+ LakkiMarwat)**

**Duties & Responsibilities:**

* Relating and Supervising for social mobilization:
* Support social Mobilizers (SMs) in creating awareness and educating the community about ongoing activities.
* Identify, recruit, train (build capacity of SMs on skills, effective counseling such as partnership building, planning etc.) and supervise SMs in high risk areas (HRAs).
* Facilitate SM induction trainings as well as refresher trainings with the help of line managers.
* Provide exhaustive field orientation and on the job training to SMs.
* **RELATING & NETWORKING (COMMUNITY ENGAGEMENT)**
* Identify NGOs and civil society organizations (CSOs) who can conduct social mobilization activities in community level and conduct resource mapping.
* Identify and motivate religious leaders, elders, school and others local influencers and the UC level & particularly in resistant pockets, to support Polio Eradication initiative PEI activities.
* Plan & co-ordinate activities with NGOs working at UCs level for mobilization.
* Develop partnership with the UCs medical officer (MOs)/ Executive District Officer communication (IEC) activities regular UC social mobilization.
* Facilitate regular UC Social Mobilization. Working group meetings.
* **PLANNING & ORGANIZING:**
* Tracking and mapping of highest risk areas for communication activities.
* In consultation with help department and guidance from DMO concerned identify sub UCs high risk areas.
* Identify IEC requirements and distribution plan and co-ordinate with necessary partners to ensure implementation.
* Ensure influential religious leaders, elders etc. are included in team micro plan.
* **IMPLEMENTATION & MONITORING:**
* Monitor effectiveness of SMs and the activities conducted by him/her.
* Ensure orientation of religious and community leaders at UC- level.
* Conduct UC level meetings and events with leaders at the UC level.
* Ensure quality of log refusal books by SMs and ensure data corresponds to planned activities.
* Support Govt partners during polio rounds to covered missed households.

**(5) Divisional Coordinator FATA (PCM)**

**Apex Consulting Pakistan**

**Oct 2016 to March 2017**

**Assignment:**

* Conducting field level plan for field level staff.
* Coordination with regional coordinator.
* Team Management and Supervision.
* House hold clusters verification of field monitors and data collectors.
* Daily reporting.

**(6) Field Supervisor Apex Consulting Pakistan**

**1st March 2010 to 31st March 2010**

**Assignment:**

* Conduct final Evaluation of World Vision in District Mansehra.
* Conduct interview from the community.
* Team Management and Supervision.
* Data editing and quality assurance.
* Daily reporting.
* I hereby assure that the above information furnished by me is true and correct to the best of my knowledge.
* I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company’s adjectives.

## (7)Outreach Officer IDEA (British Council)

**3rd May 2021- 30 June 2022**

**District Kohat Tehsil Lachi**

**Duties & Responsibilities:-**

A community outreach specialist is responsible for assisting the development and execution of community training and programs in benefiting community citizens. The community engagement and outreach specialist gains exposure to some of the complex tasks within the job function. Outreach workers essentially act as liaisons between community members, organizations, helping citizens get access to care, and services they need. In conversation, Officer Bennett identified some of what it takes to do his job, and why every city needs a community outreach ..,officer.

**DECLARATION**