

Nazir Ullah

Third Party Field Monitor

| | | |
|--|---|--|
| Cell: +92 313 9163570 +92 335 1063882 | Email: nazirullah.tpfm@gmail.com mpaburki@gmail.com | Address: Village Kanigurram Tehsil Ladha, District South Waziristan, KP-TD. |
|--|---|--|

Summary

Believe in honesty, simplicity, team work and commitment. I have very standard of quality and always strive for improvement seeking a challenging position in a growing organization where acquired skills, knowledge will be utilized towards continued growth and development. After my graduation in social and administrative sciences, I joined various organization where I performed my best, where was my start in FIDA organization as Internee where office and organizational management task were assigned, then I had to CERD NGO where I performed my duties as protection officer where monitoring and protection task were assigned. Then moved to local based organization BDAPak where assumed charge as Admin and HR officer where assigned task were also performed in best manner, now am working with MicroMerger pvt. Ltd where this organization working on polio monitoring as Third Party Monitor and here I am doing my jobs Third Party Field Monitor Since Jan, 2019 till date.

Skills

Administration | Monitoring & Evaluation | Report Writing | Human Resource Management | Administrative Functions | Training and Capacity Building Plans | Analytical Skills | Internet Browsing & IT | Public Relation | Public Policy | Governance |

Experience

| | |
|---------------------------|--|
| January, 2019 – Present | Third Party Field Monitor |
| | Third Party Field Monitoring - MicroMerger Pvt. Ltd. |
| | Job description: <ol style="list-style-type: none">1. Frequently visits to assigned areas by provincial coordinator.2. Conduct regular field visits as per approved travel plan.3. Field monitor have to follow provided checklists and have to monitor mentioned / assigned tasks and report them to PC and MnROs as well.4. Also visit / deployment to any other assigned districts by office for monitoring purposes. |
| July, 2017 – August, 2018 | Admin & HR Officer |
| | Brekhna Development Association (BDA-Pak) |
| | Job description: <ol style="list-style-type: none">1. Forming and maintaining employee records.2. Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.3. Helping with various arrangements internally. |
| Nov, 2016 – April, 2017 | Protection Officer |
| | Centre of Excellence for Rural Development (CERD) Pakistan |
| | Job description: <ol style="list-style-type: none">1. Undertake protection monitoring activities, conduct interviews and FGDs in the field. Monitor, analyse and provide reports on the protection conditions for IDPs and other persons of concerns.2. Identify protection gaps and interventions.3. Organize/facilitate relevant protection training activities. |

| | |
|-------------------------|---|
| | <p>4. Advocate with the government and other actors to take appropriate measure to remedy violations and address the protection concerns facing the returnees and IDP's.</p> <p>5. Provide support, guidance and assistance to protection and field staff in all the field offices on protection priorities, issues and concerns.</p> |
| June, 2013 – June, 2014 | Lecturer |
| | Government Degree Collage Wana, South Waziristan |
| | <p>Job description: Was an internee deployed under National Internship Program (NIP) through FATA Secretariat in Degree College Wana, South Waziristan where worked with college administration in administrative work and also with computer branch.</p> |

Education

| | |
|------|--|
| 2015 | <p>Board of Technical Education, Peshawar KP D.I.T Basic IT and Software, Hardware. 76%</p> |
| 2013 | <p>Gomal University D.I.Khan, KP MPA (HRM) Management & Administration, HRM, Public Policy 76%</p> |
| 2010 | <p>Gomal University D.I.Khan, KP B.Sc Statistics, Geography, Zoology 59%</p> |

Languages

| | |
|---------|--------|
| Urdu | Expert |
| English | Expert |
| Pashto | Expert |
| Burki | Expert |
| Saraiki | Expert |