

Muhammad Shahbaz

Son of: Taj Din			
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Email: shahbazpu.researcher@gmail.com			
Education: Masters of Arts (Political Science)			
Date of Birth: 21 March 1990			
CNIC: 33102-9810681-3			
Marital Status: Married			
Province: Punjab			
District: Faisalabad			
Languages:			
	Speaking	Reading	Writing
English	Good	Good	Good
Urdu	Good	Good	Good
Punjabi	Good	Good	Good
Brief profile: I am from Faisalabad, Punjab and have been working in the field of monitoring, assessment and research since last 7 years. My credentials have almost everything required for this post my degree is much diversified enable me to cope with modern challenges. Moreover, I have a long experience of working different organizations in which my experience with Gat Consulting, APEX consulting Pakistan and Center for Economic Research in Pakistan (CERP) is very important, from third party contract I have done mostly projects of UNICEF focusing on immunization, WASH, Polio, health, nutrition, child protection and education. In last 7 years my job responsibilities ranged from working in field to monitor and evaluate the performance of the project to supervising the field activities as district as well as provincial level. I am confident on possessing qualities which are pre-requisite for this post. I have always been passionate working with such great organization as yours. I hope you will provide me opportunity to be grateful by considering me for this post.			
Employment Record:			
Organization: CERP - Centre for Economic Research in Pakistan. (https://www.cerp.org.pk/)			
Project: Empowering Citizens in Punjab by Linking Local property Tax Collections to Local Services (Social Compact)			
Designation: Senior Field Associate – Tax Unit			
District: Faisalabad			
Duration: 1 st August 2021 to 31 st December 2022			
Assigned Task:			
<ul style="list-style-type: none">• I have promoted to as a Field Manager at same project.• Monitoring field teams as per criteria• Worked as Supervisor along with the team of 4 persons for 18 months.• Set up meetings with both Govt. & Private organizations including Anti- Narcotics, Excise and Taxation Department (ENT), Municipal Corporation Faisalabad (MCF), Faisalabad Waste Management Company (FWMC), Local Govt. & Community Development Office (LG&CD), Deputy Director Development Office (D.D.DEV), Deputy Commissioner Office (DCO).• Managed official documents, team members, and meet deadlines.• Worked on tasks of developments schemes assigned by organization according to project requirements			

- Completed every assigned task on given deadlines.
- Ensured quality of tasks, data collected during the project and performance of team members.
- Reported on daily basis about every aspect of project related task to CERP management.

Organization: CERP - Centre for Economic Research in Pakistan. (<https://www.cerp.org.pk/>)

Project: Empowering Citizens in Punjab by Linking Local property Tax Collections to Local Services
(Social Compact)

Designation: Field Associate – Tax Unit

District: Faisalabad

Duration: 16th October 2019 to 28th February 2021

Assigned Task:

- Monitoring field teams as per criteria
- Worked as Supervisor along with the team of 4 persons for 18 months.
- Set up meetings with both Govt. & Private organizations including Anti- Narcotics, Excise and Taxation Department (ENT), Municipal Corporation Faisalabad (MCF), Faisalabad Waste Management Company (FWMC), Local Govt. & Community Development Office (LG&CD), Deputy Director Development Office (D.D.DEV), Deputy Commissioner Office (DCO).
- Managed official documents, team members, and meet deadlines.
- Worked on tasks of developments schemes assigned by organization according to project requirements
- Completed every assigned task on given deadlines.
- Ensured quality of tasks, data collected during the project and performance of team members.
- Reported on daily basis about every aspect of project related task to CERP management

Organization: CERP - Centre for Economic Research in Pakistan. (<https://www.cerp.org.pk/>)

Project: Empowering Citizens in Punjab by Linking Local property Tax Collections to Local Services
(Tracker Survey)

Designation: Field Associate – Survey Unit

District: Faisalabad

Duration: 1st March 2019 to 15th October 2019

Assigned Task:

- Completed data of 1600 samples as Supervisor along with the team of 10 persons for 4 months.
- Worked on guiding team members, leaded by issue resolving, capacity building, training and during field work.
- Managed official documents, team members, and meet deadlines.
- Worked on tasks of developments schemes assigned by organization according to project requirements.
- Accomplished every assigned task on given deadlines.
- Ensured quality of tasks, data collected during the project and performance of team members.
- Reported on daily basis about every aspect of project related task to CERP management

Organization: APEX Consulting Pakistan. (<http://apexconsulting.biz/>)

Project: LQAS (Lot quality assurance survey) Polio-WHO

Designation: Internal Field monitor

District: Faisalabad, Chiniot and Gujrat

Duration: 1st January 2019 to 28th February 2019

Assigned Tasks:

- Monitor field teams as per criteria
- In process monitoring visit teams as per set standards like check morning meetings, prominent place, availability of PPE kit, ODK mobiles etc.
- Conduct validation visits
- Made field plan to complete the tasks
- Made a field strategy how to visit field teams in different UCs.
- Conduct regular telephonic conversation with all team leaders.
- Conduct field surprise visits as per protocols
- Responsible for ensuring financial transparency and accountability in all tasks/project related activities.
- Keep record about missed children & refusal during campaign

Organization: APEX Consulting Pakistan. (<http://apexconsulting.biz/>)

Project: WASH-ASWA-II

Designation: District Field Monitoring Officer

District: Bahawalpur

Duration: 1st October 2018 to 31st December 2018

Assigned Tasks:

- Responsible for managing field activities regarding work plan, coordination with IPs of UNICEF in the thematic areas of Nutrition, WASH, Education, Health.
- Responsible to collect program based work plan from UNICEF IPs and on the behalf of this formation we made own third party field work plan within the respective UNICEF programs and monitor the all components of UNICEF (Nutrition, Education, WASH and Health)
- Responsible for ensuring financial transparency and accountability in all tasks related activities.
- Daily field reporting, uploading field pictures in web based reporting format as well on a prescribed monitoring tool to up-line management.
- Participation in monthly review meeting with UNICEF, also make presentation of last month achievements/publications in the study and the proper debriefing/suggestions for effective project deliverables on time.
- Coordinates with field implements regarding reports and M&E activities.

Performed special tasks:

- Conduct WASH assessment in 5 districts schools & BHUs, provide technical support like made lay out and BOQs
- Worked on MIS and performed WASH (ASWA-II) data entry task
- Provide technical assistance/support to sort out the problems in MIS
- Monitored NNS (National nutrition survey)
- Conduct Large scale assessment under PEC (Punjab examination commission)

Organization: GAT Consulting Pakistan. (<https://gatconsulting.org/>)

Project: Non Salary Budget (NSB) and Punjab Secondary School Stipends Programme (PSSSP)

Designation: Field Monitoring Officer

District: Jhang and Chiniot

Duration: 1st August 2018 to 31th August 2018

Assigned Tasks:

- Visited to selected Govt. schools
- Meetings with both Govt. Officials (Teachers, Head Teachers, AEO and DEO) Student's parents

- Collect and check all data about Stipends and NSB

Organization: APEX Consulting Pakistan. (<http://apexconsulting.biz/>)

Project: Women Empowerment Social Well-Being Survey

Designation: District Supervisor

District: Chiniot

Duration: 1st January 2018 to 30th April 2018

Assigned Tasks:

- Worked as Team Lead with the team of 7 persons for 4 months.
- Set up meetings with both Government & Local Community
- Followed by organizing team and task management through motivation and by resolving issues.
- Trained team according to accomplish project requirements
- Completed every assigned task and meet deadlines
- Managed official documents, team members, and meet deadlines
- Ensured quality of tasks, data collected during the project and performance of team members.
- Reported on daily basis about every aspect of project related task to higher management

Organization: APEX Consulting Pakistan. (<http://apexconsulting.biz/>)

Project: Hepatitis Prevalent Survey (HPS)

Designation: Team Supervisor

District: Sheikhpura

Duration: 1st December 2017 to 31st December 2017

Assigned Task:

- Collected blood samples with the team of 8 persons for 1 month.
- Set up meetings with both Govt. officers & Local Community
- Followed by organizing team and task management through motivation and by resolving issues.
- Trained team according to accomplish project requirements
- Completed every assigned task and meet deadlines
- Managed official documents, team members, and meet deadlines
- Ensured quality of tasks, data collected during the project and performance of team members.
- Reported on daily basis about every aspect of project related task to higher management

Organization: A.C Nielsen Marketing Research Company Pakistan.

(<https://www.nielsen.com/us/en/>)

Project: Child Health Funded by W.H.O

Designation: Regional Monitoring Officer

District: 12 Districts of Punjab

Faisalabad, Chiniot, Sargodha, Bhakkar, Mianwali, Jhang, T.T Singh, Shaikhpura, Mandi Bhaudin, Gujrat, Hafizabad and Khushab

Duration: 1st September 2017 to 31st October 2017

Assigned Tasks:

- Worked as team lead with the team of more than 96 persons for 60 days in 12 Districts of Punjab
- Organized each team into 8 members, to cover each district
- Resolved team concerns & security issues
- Completed every assigned task on given deadlines
- Ensured quality of tasks, data collected during the project and performance of team

- members
- Reported on daily basis about every aspect of project related task to higher management

Organization: A.C Nielsen Marketing Research Company Pakistan.

[\(https://www.nielsen.com/us/en/\)](https://www.nielsen.com/us/en/)

Projects: Many Govt. and Private surveys, FGD's, CLTs

Designation: Supervisor, Data Collector and Social Mobilizer

District: 12 Districts of Punjab

Faisalabad, Chiniot, Sargodha, Bhakkar, Mianwali, Jhang, T.T Singh, Shaikhupura, Mandi Bhaudin, Gujrat, Hafizabad and Khushab

Duration: 1st January 2014 to 31st August 2017

Overview:-

- I have more than 3 years' experience of qualitative or quantitative surveys with this organization.
- I started my carrier in social sector from A.C Nielsen PVT Ltd.
- I started as a data collector/ Enumerator/ Surveyor.
- I have a huge experience in A.C Nielsen about all topics of business and life style.
- I have both Govt. & Private experience in this company.
- I have a huge experience of FGD's and CLTs.
- I have a wonderful experience to data collection About both Govt. and Private sectors i.e.) Education, Health, Water, Agriculture, Socials, Economics, Internets, Climate changes, Mobiles, Vehicles, and many more topic)

Skills:-

- Expert in creation any type of google form surveys/questioners
- MS Office – Word and Excel
- Good observer
- Ability to conduct any type of survey
- Ability to conduct Meeting, Seminars, and Focus groups Discussion
- Community mobilization skills
- Expert in Google Docs.

Interests:-

- Learning about new techniques of surveys creations
- Learning about Freelancing & Digital Marketing
- Event Management
- Social Work
- Problem Solving
- Volunteer Work for learning and help for others
- Photography
- Travelling

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my expertise, my experience, and me.