



# ZABEHULLAH

MADINA TEA & SUPER STORE NEAR TIJARAT GATE  
BHAIKARI BAZAR DERA ISMAIL KHAN PAKISTAN  
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FATHER NAME: HAFIZ REHMATULLAH (LATE)

CNIC: 12101-3258490-9

DATE OF BIRTH: 6 JANUARY, 1988

## CAREER SUMMARY

A highly talented and enthusiastic Social Scientist with great deal of research experience in human-environment relationships, such as coupled human- natural systems, human and political ecology, environmental attitudes/beliefs/activities, and quality of life related to the environment, urban growth, urban environmental policies, and other special problems in urban ecology. Demonstrated experience in conducting survey data collections, spatial analysis, demographic methods, qualitative and quantitative modeling.

## PROFESSIONAL EXPERIENCE

**Business Support Assistant (BSA)**  
**Faisalabad-Punjab (Feb 2022 to Still)**  
**United Nation World Food Program**

### Role & Job Responsibilities:

- Monitor all Chakki flour fortification related activities including maintaining coordination with the supervisor and WFP project team.
- Assist in capacity building activities for selected chakki mill staff, food inspectors, food safety officers, LHWS, lab staff and district focal persons on fortification, quality assurance and quality control processes to promote sustainable and adequate/effective fortification process of chakki flour.
- Assist in providing timely and adequate support to chakki flour fortification, installation of micro-feeders, its calibration and setting flow rate of premix as per standards prescribed by Pakistan standard and Quality control authority and PFA regulations.
- Closely monitor the selected chakki mills to ensure that there is uninterrupted supply of premix to these chakki millswithin allocated territory according to their requirements and perform timely coordination with the supervisor and project team.
- Support the M&E Specialist in updating the performance framework
- Ensure timely and smooth supply of iron Spot test kits to Chakki Mills and food inspectors for monitoring of fortification compliance at production, market and household level.
- Collect samples of fortified chakki flour from the selected chakki mills on regular basis and ensure its receipt at identified labs as per experimental design.
- Notify the district Food Fortification Committee of monthly meetings.
- Provide social mobilization support and raise awareness in consumers.
- Provide advisory and guidance to government partners
- Support monitoring of the ongoing projects and report on their implementation
- Support the M&E Specialist in finalizing the monitoring and evaluation framework.
- Identify areas where technical support to project partners is required and assist technical team in UNWFP and IPs in developing, implementing and following up improvement plans to address the identified gaps
- Coordinate the implementation of programmes with stakeholder and counterparts
- Support market and house-Hold surveys to monitor availability of adequately fortified chakki flour and ensure compliance keeping close coordination with the project team.
- Adapt a monitoring system for each field-level of programme interventions.
- Interpersonal communication and counseling sessions with Community.
- Conducting and/or overseeing survey and other studies' implementation and analysis.
- Provide the UNWFP and relevant IP with management information they may require
- Support in organizing joint monitoring missions with relevant government departments and donor.
- Identify issues and bottlenecks related to chakki flour fortification activities in the field for timely sharing with the supervisor.
- Perform other duties as and when required/assigned by seniors & managements.

## **Union Council Communication Support Officer- (UCCSO)/ M & E Officer**

Dera Ismail Khan, PK (Apr 2021 – Feb 2022)

### **Professional Employers Private Limited-UNICEF Funded Project (PEI/EPI- Health)**

#### **Role & Job Responsibilities:**

- Perform Interpersonal Communication with caregivers, Parents, Family members and other Community members/Leaders in promoting acceptance of Polio Drops (OPV) & Routine immunization (EPI & PEI- Health).

#### **Major Tasks are:**

- Planning and Implementation, Monitoring, Supervision and Social Mobilization.
- Ensured that the M&E framework is aligned with M&E requirements from The Restoration Initiative and UNICEF funded Project.
- Micro planning, Desk & field validation. AFP Surveillance, 30 HH clustering, zero reporting, Profiling of HRMP
- During covid19 pandemic situation as throughout the world, each country and peoples were so much confused how to handle the situation I worked on Covid19 awareness, mobilization, online communication, health hygiene, Rashan distribution among slum population etc. to save for humanity and mankind.
- As a Communication officer Conduct District level debate competition, inaugurations, walks, seminars and its reporting as well as news clipping, social-media, media reporting. Done liaisons with partner offices WHO & Health department.
- Follow-up with the Field team to ensure that all activity data and information is entered into the IDMS and NEAP data collection system including legacy data, as well as other data recording formats.
- Conduct a weekly review of the Field tracker to identify data quality issues of completeness; double counting and duplication.
- Conduct field monitoring of training and service delivery of high-quality RH and FP services in the target health facilities and communities using a gender responsive approach in all SMK intervention districts.
- Work closely with Field team in beneficiary, activity, and location listing and updating the register regularly.
- Follow up on the implementation of recommendations and action points from field visits conducted by the consultant and also from joint monitoring missions. Implementation updates to be included in the monthly reports.
- Suggest strategies to the district head for improving the efficiency and effectiveness of the program.
- Identify and formulate lessons learned and document best practices of evaluations and studies to be incorporated into project reports.
- Facilitate and ensure monitoring data is discussed in appropriate forum in a timely fashion in terms of implications for programming, policy advocacy and future action. If necessary, create such discussions to fill any gap.
- Provide oversight, ensuring compliance by team members with existing policies and standard processes
- Support in monitoring and evaluation of the effects and impact of the program.
- Documentation, Data analysis, Monthly review of staff/weekly, monthly, quarterly & annual report writing.
- Collect data on a regular basis to measure achievement against the performance indicators.

## **Union Council Communication Support Officer- (UCCSO)/ M & E Officer**

### **Chip Training and Consulting-UNICEF Funded Project (PEI/EPI- Health)**

Dera Ismail Khan, PK (Feb 2014 – Mar-2021)

#### **Role & Job Responsibilities:**

- Perform Interpersonal Communication with care-givers, Parents, Family members and other Community members/Leaders in promoting acceptance of Polio Drops (OPV) & Routine immunization (EPI & PEI- Health).

#### **Major Tasks are:**

- Planning and Implementation, Monitoring, Supervision and Social Mobilization.
- Ensured that the M&E framework is aligned with M&E requirements from The Restoration Initiative and UNICEF funded Project. Micro planning, Desk & field validation. AFP Surveillance, 30 HH clustering, zero reporting, Profiling of HRMP.
- During covid19 pandemic situation as throughout the world, each country and peoples were so much confused how to handle the situation I worked on Covid19 awareness, mobilization, online communication, health hygiene, Rashan distribution among slum population etc. to save for humanity and mankind.
- As a communication officer Conduct District level debate competition, inaugurations, walks, seminars, and its reporting as well as news clipping, Social-media, media reporting. Done liaisons with partner offices WHO & Health department.

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide support to strengthen the M&E system of PEI/EPI- Health project, review the quality of existing data in the project supported areas, the methods of collecting it, and the degree to which it will provide good statistics to document the impact of the project interventions.
- Support in the development of regular project supervision and monitoring reports and other program documentation, including reporting on project indicators, successes, and challenges and collecting stories
- Participate in quarterly / annual project reviews and planning workshops with IPs and assist the UNICEF, WHO & Government team in compiling project data and preparing relevant reports.
- Analyze the current system and programme monitoring indicators and develop tools to assess progress against the National Emergency Action Plan (NEAP).
- Supervise the coordination of the polio eradication data management system.
- Develop and oversee monitoring plans for the various sections of the Polio Eradication Programme, including surveillance, training, high-risk mobile populations, etc.
- Assist UNICEF, WHO & other Partners team in coordinating with relevant government departments and IPs across the available components of the Project to ensure effective implementation of PEI/EPI-Health project.
- Facilitate stakeholders in their exposure/ monitoring visits to project sites.
- Assist in the preparation of background documentation and working papers for utilization in meetings with stakeholders
- Documentation, Data analysis, Monthly review of staff/weekly, monthly, quarterly & annual report writing.
- Perform any other duties assigned by the supervisor in accordance with the objectives and deliverables of the Risk Assessment and Decision Support Unit Coordinate the compilation of data and report to the M&E Specialist;

### **Livelihood Officer (LO)**

#### **Community Uplift Program-PPAF,**

Dera Ismail Khan, PK (July 2013 – Nov 2013)

#### **Role & Job Responsibilities:**

- Lead, Supervision & Monitor the Poverty Ranking Processes through Poverty Score Card aimed at reaching the Ultrapoor and Vulnerable Poor.
- Undertake all M&E activities for KFW, World Bank, PPAF LACIP Project.
- Regularly monitor project activities and provide timely inputs and feedback to the district Programme Officer.
- Coordinate with the project's subject specialist experts, including the Project Officers in other provinces and the Human Rights and Social Inclusion & Gender Equality Component Heads, to ensure cross-fertilization and a cohesive approach to implementation between the provinces.
- Preparation and disseminate all routine communication to the Project Analyst.
- Coordinate with government counterparts on exchange of best practices on effective inclusive local government.
- With the support of the WASH team develop the lessons learned capturing process and tools, as well as supporting on the data collection, analysis, and conclusions, through consultations and workshops
- Support Senior PM in preparing the relevant internal and external reports
- Interact with the women groups in the project area to engage them in the project and build their capacity for running these enterprises in an economically viable way.
- Validation the beneficiary database, conducted periodic field visits/spot checks to obtain beneficiary feedback and prepared monitoring reports to ensure timely, equitable and transparent delivery of assistance to beneficiaries
- Development of Livelihood investment Plans (LIP) with the selected Ultra poor Household aimed at their well-planned and well-coordinated socio-economic uplift.
- Assist the Project Analyst in preparation of all internal and external reports with regards to project implementation across Pakistan.
- Contribute to the strengthening of the District, provincial and national health information system and support cross-cutting data validation and analysis activities;
- Support & monitor assets availability & growth of Ultra/vulnerable peoples.
- Prepared reports on success stories and lessons learned.
- Provide support in women interest group formation and market linkages establishment for the women group to enable the women groups in marketing their products.
- Assist the women groups in establishing links with other ongoing initiatives.
- Build awareness raising and capacity building of women in selected enterprise
- Working closely with Livelihood Officer and logistic team to ensure all supply requests related to the project activities are done timely and according to procedures. LIP development of ultra, vulnerable, and poor.
- Conduct skill trainings/ Assets Transfer to the ultra and vulnerable/Focus group discussion.
- Identification of livelihood opportunities/ Formation and linkages of CIG's

**HID Officer (Human Institutional Development Officer)**  
**Community Uplift Programme-PPAF** (July 2012 - June 2013)  
Dera Ismail Khan, PK

**Role & Job Responsibilities:**

- Mobilize/sensitize local communities towards Project activities related to identified areas and pertinent issues.
- Plan, monitor and evaluate the implementation of community mobilization and training activities, analyze problems that hamper their implementation and suggest to Task Manager appropriate measures to ensure their timely implementation
- Proposed, supported the preparation, and lead necessary surveys at field
- Evaluate the effectiveness and efficiency of the community mobilization actions, community training plan and its relevance to the needs of the target communities
- Supported the CUP head office & PPAF Monitoring team in compilation of data received from the field.
- Maintaining good relations with communities, notables, and local contact persons to involve them in project activities and seek their support wherever required.
- Ensure community participation at different Implement, and monitor community-based activities and timely identification of gaps.
- Human rights and gender equality is prioritized as an ethical principle within all actions;
- Provide data for the Quarterly Reports as well as Quarterly assurance on WASH activities progress update
- Record lessons learned and actions taken accordingly
- Provide the information requested for internal and external reports development
- Convey field related problems/issues to the PM
- Report monthly to Task Manager on the timely implementation, monitoring and evaluation of all community actions and community training activities
- Prepare with the support of the team, all the capacity-building materials related to Gender, HSSE, and MEAL activities for WASH team, as well as related collaborators and community actors.
- Prepare with the support of WASH team the identified capacity building sessions/workshops agenda and support in the selection of the required third parties
- Support conducting the capacity building sessions and evaluating the performance as well as the impact
- Record the results of the capacity sessions, opinions, and areas for improvement
- Plan and implement all activities in accordance with the overall work plan
- Sharing feedback with PM in weekly meetings.
- Performed missions to monitor and verify the field activities against the reported achievements. Ensured data quality and suggest recommendations for improvement of the M&E framework and collection methodology.
- Prepare data and information demanded by internal and external actors
- Be the custodian of all WASH data and be able to locate and retrieve the data when so needed
- Prepare and submit weekly reports to Project Management
- Conduct TNA of target group and participate in trainings for facilitating the project team.
- Prepare and submit weekly, monthly, and quarterly Reports to PM.
- Ensure the quality delivery of all intermediate and final outputs of the project.

**Volunteer Experience OR Member Ship**

- Voluntarily working with **Commonwealth Youth Health Network**
- Voluntarily working with **Sustainable Development Goals with Global Youth Clan as a Youth Ambassador.**
- Voluntarily working as a **Global Peace Ambassador** on Peace by dialog, No violence, No war etc. in **Global PeaceChain** from December 2018.
- Voluntarily working as an **Associate Member** Youth Education, Youth Engagement & Youth Employment etc. with **National Youth Assembly of Pakistan** from July 2018.
- Voluntarily working as an **Associate Member** on SDGs with **Youth Counseling & Development Network** from June 2018.
- Master Trainer with **State Bank of Pakistan** (Youth training on financial literacy).
- International Mountain Day completion participation certificate from **UNDP Pakistan.**
- Working as a facilitator with mover program on **UN SDGs**

## **EDUCATION:**

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### **M.Sc. Sociology**

Allama Iqbal University, Dera Ismail Khan, PK

### **Master in Islamic Study**

Gomal University, Dera Ismail Khan, PK

### **Bachelor in Sociology**

Allama Iqbal University, Dera Ismail Khan, PK

### **Bachelor in Islamic Study**

Gomal University, Dera Ismail Khan, PK

### **F. Sc Pre Medical**

Degree I College, Dera Ismail Khan, PK

### **SSC Science**

Govt High School Chehkan, Dera Ismail Khan

## **Trainings and Certificates:**

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- Training on SSAFE- United Nation World Food Program.
- Prevention of sexual exploitation and abuse (PSEA) from UNICEF. (Online)
- Ethics and Standards of Conduct, Ethics and Standards of Conduct \_ A Focus on our Practical Obligations, Ethics and Standards of Conduct\_ Misconduct, Reporting and Protection Against Retaliation, Preventing and Responding to Abusive Conduct, Prevention of Fraud, Corruption and SEA, Cyber Security Awareness Essentials & BSAFE from United Nation World Food Program.
- Online training on Respect Pillar 1- United Nation World Food Program.
- Training on Respect Campaign (Pillar 2 Inclusion & Pillar 3 Fairness- United Nation World Food Program.
- Several trainings on PEI & EPI (Health) in Peshawar.
- 2 Training on Monitoring & Supervision (Health) at Peshawar.
- TOT Training (Health) at Peshawar 8,9 & 10 August 2016
- TOT Training Monitoring & Supervision (Health) at National Club D.I. Khan on 29 TO 31 Jan 2019.
- Training on "Sub Sector Market Assessment" from 24 to 25 July 2013.
- Training on "Emerging Concepts of Multi Sector Planning" from 29 to 30 June 2013.
- Training on "Quality control and sustainability of Infrastructure Projects." from 30 to 31 Jan 2013
- Training on "Village Development Plan (VDP), Member Development Plan (MDP), Union Council Development Plan (UCDP) and linkages development." from 20 to 22 December 2012.
- Training on "Livelihood Enhancement and Protection (LEP) basic concepts, practices and ART of social Mobilization." from 19 to 22 July 2013.
- Training on "Gender, Gender and Development, Gender approaches, Gender Mainstreaming." in 2012

## **SOFT SKILLS:**

Achieve Results Plans and monitors own work, Producing results, Teamwork, Integrity & Inclusion, Strategic prospective, Team plyer, Team Management, Process, Leading self and others, Collaboration, adopt with Agility, Monitoring & Evaluation, Fostering integration and teamwork, Ability to provide managers and key stakeholders with regular feedback on the consistency, Time management, Agility, Peoples management, Engage & partner, Leadership, Partnering, Delivery, Knowledge Sharing and Learn Continuously

## **KEY QUALIFICATIOES:**

Community Mobilization, Problem Solving, Solution focused, Analytical Thinking, Report Writhing, Building and promoting partnerships across the organization and beyond, Results orientation, Think innovatively, Data Analysis, Analyze and Interpret Data, Administration, Field Management, Designing and Implementation, Confront discrimination, Data collection, Being skilled in Data Sorting, Data Cleaning, Survey Administration, Presentation and Reporting including collection of Real-Time Data (e.g. mobile data, satellite data, sensor data), Ability to engage with a wide range of public and private partners, trust and mutual understanding, Effective Communication. Communicating in a credible and effective way

## **PERSONAL QUALITIES:**

Dedicated – Can Do Attitude, Hardworking, Courageous, Analytical Skills, Responsible, Statistical Software, Teaching Skills, and Ability to work under pressure to meet deadlines, having good communication skills in English, Urdu, Pashto and Saraiki

## **Email Clients:**

MS Outlook, Gmail, Yahoo (Export-Import)

## **Office Automation:**

MS Office Professional & hardware management.

## **Hobbies**

Valley ball, Movies, Social work