# C:\Users\user\Downloads\Qasim pic.jpg

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Address: G-2 Wapda Town Lahore

Bhikhi Road Sandheela Street SKP

**Qasim Rasheed**



Date of Birth: January 1, 1989

Permanent Address: Bhikhi Road Sandhela Street Sheikhupura

Nationality: Pakistani

Marital Status: Married

I.D # 35404-3682789-3

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| **Objective** |
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Seeking a position that will benefit from my Management & Administration experience, positive interaction skills, and industry contacts where my experiences improve the Health results. Have a vision to be success and give my best in any situation, and fine esteem organization in a challenging post. Pursue a future in Industrial Marketing, operations & planning with a potential to climb the heights of business management across the globe.

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| **Career summary** |
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A competent professional with over **9 Year work Experience of District Monitoring Officer, Filed Officer, Project Associate Officer, Site Manager, District Field Supervisor (Manager) , Hearing Officer, Assistant Manager, Data Management officer, Coordination officer, Computer operator .**

Proficient in leading dedicated teams or running successful business operation, inventory control, and accomplish corporation. A clear thinker, goal oriented. A good communicator at senior level, versatile in handling multiple tasks assigned, recognized by superiors and co-workers as co-operative, hardworking and reliable. Work in competitive environment, identify new business opportunities in the market generate business opportunity ability to meet the targets.

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| **EDUCATIONAL QUALIFICATIONS** | |
| 2011-2015  2009-2011  2007-2009  2005-2007 | **M.B.A Marketing from university of Punjab**  **Major subjects:** International Logic, Consumer Behavior, Accounting,  **B.COM. from Punjab University Lahore**  **Major Subjects Studies:** Income Tax, Advanced accounting, International Business  **FA from B.I.S.E Lahore**  **Major Subjects Studies:** Sociology, Persian, Civics  **Metric from B.I.S.E Lahore**  **Major Subjects Studies:** Mathematics, Chemistry. Biology and Physics. |

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| **Employment History** |
| **1. Name of Employing Agency SUNGI(Sungi Development Foundation)** |

Title of Position  **M&E / Monitoring & Evaluation Coordinator**

**Family Planning Project/PPIF**

Location **Sheikhupura**

Period of Assignment **3rd NOV, 2022 Till (Continue)**

The key responsibilities

* Develop strategy; prepare work plan & budget; produce progress Develop M&E systems, periodic results, targets and indicators to monitor and review performance of programs and zonal office
* Develop appropriate approaches, tools and methods for participatory planning, monitoring and evaluation for zonal office.
* Implement M&E tools and processes in line to the project priorities and organizational requirements in close collaboration with the project staff
* Ensure to collect data on standardized tools including data validity, integrity, precision, reliability and timeliness of the collected data and enter in the relevant database
* Analyze and interpret data in close collaboration with district and tehsil team members for planning and execution of the project intervention
* Provide timely feedback to the intended stakeholders (staff/partners) in collaboration with the project team
* Undertake periodic data verification and spot checks for identifying gaps and enabling the technical team to improve further the quality and accuracy of the collated data
* Maintain project database with timely inputs from the district teams within the agreed timeframe in efficient manner
* Assist input in implementation of quantitative/qualitative assessments, evaluations and sample survey.
* Coordinate and work closely with district health and other counterparts and ensure a smooth working relationship with them
* Understand well existing government data management including flow and feedback mechanisms, particularly DHIS, LHW-MIS and CMW-MIS
* Represent project to the external stakeholders including donor and government agencies etc.
* Conducting regular meetings with Managers to ensure close coordination between all relevant departments.
* Handling donor correspondence, including proposals and contracts.
* Ensure ED’s visits of project sites.
* Participating in different workshops & meetings organized by Sungi and donor organizations.
* Support to ensure Monitoring and Evaluation processes of all relevant programs
* Provide valuable support in proposal development for the concerned projects
* To coordinate the development of strategic plans for Sungi and their conversion into institutional proposals for donor’s funding
* To coordinate the annual and periodical planning activity, consolidate programme work plans for each section.
* To produce quarterly, six-monthly and annual progress reports.
* To install systems for participatory planning and joint monitoring and evaluation with donors, Sungi staff and community partners. Convene quarterly and annual planning and review sessions at the institutional level.
* To conduct & document participatory research aimed at improving field operations & their impact.
* To develop and manage recording and information system for Sungi.
* To undertake baseline studies of villages covered by Sungi’s operations and update periodically.
* To arrange in-house and external training for the RME section staff and strengthen the learning process through exchange visits.
* To arrange and participate in donor monitoring and evaluation missions.
* To conduct briefing sessions for Sungi staff on RME’s role and contribution to the organization.

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| **Employment History** |
| **2. Name of Employing Agency WHO( World Health Organization)** |

Title of Position  **TSA / Tehsil Surveillance officer**

**Polio /AFP**

Location. **Sheikhupura**

Period of Assignment 15th**Aug, 2022 Till (Continue)**

**Activities**

* To meetings with District administration like DCO, DHO, AC and DDOH
* To meetings with Tehsil Level Administration and later UC level
* To monitor the strategy for M&E plans of Polio.
* To ensure the field activities according to M&E Micro plans
* To observe the issues and find out the solutions
* To scale up the campaign
* To monitor the fixed, transit points, teams according to work plan.
* To share the input during the daily meetings with DCO, AC, DHO, CEO and DDOH
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To establish credible and timely AFP Session & monitoring and results
* To assist country programs to take corrective action in areas sampled
* To carry out the field monitoring activity
* To record the unvaccinated children based on finger marking
* To complete the monitoring forms provided
* To submit the completed forms daily to the supervisors
* To report the supervisor about families refusing to be interviewed
* To record any additional observation that may be helpful in identifying

Problems in the implementation of the campaign.

* Enter the target population <5 years (maybe whole country NID or partial
* Decide on and calculate a sample size, for example 1% of the target
* Enter the average number of children <5 likely to be found per household

(Possibly 2 per household)

* Calculate the number of households that will need to be visited to achieve the

Sample (sample # /children per household)

* Enter the number of households one team can visit in one day: for example

One team can visit 4 areas and sample 7 households in each area = 28

Households per day.

* Calculate the number of teams required to do the monitoring of the whole

Sample (number of team days / number of days allocated for monitoring).

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| **WORK EXPERIENCE** |
| **3. Name of Employing Agency ASD (Association for Social Development)** |

Title of Position  **District Field Officer**

**Hepatitis Control Program**

Location. **Sheikhupura**

Period of Assignment **9th July 2021 to Till**

* Meetings with CEO Health regarding Hepatitis Control Program
* Visits RHCs to check the activities regarding Hepatitis Program
* To observe the issues and find out the solutions
* To Facilitate the staff to providing the necessary equipment at Health Facility
* To best coordination with Regional Coordinator
* To coordinate with CEO Health for screening for vulnerable patients
* Detailed meeting with Program Manager regarding the field issues
* Best coordination with Doctors at RHCs
* To maintain the record
* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To maintain the office record with juniors
* Carry out the field monitoring activity
* Submit the completed documentation on daily and monthly bases
* Report to the Regional Coordinator on daily, monthly and quarterly bases
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned by Association for Social Development (ASD)

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| **WORK EXPERIENCE** |
| **4.Name of Employing Agency HANDS(Health And Nutrition Social Development)** |

Title of Position  **Project Associate officer**

Location. **Sheikhupura**

Period of Assignment **1st Feb 2021 to 31st March2022**

**Activities**

* To ensure the field activities according to plan that was given by Provincial manager
* Sensitize and mobilization more than 30 villages regarding Safe Row
* Notable meeting, large community meeting, awareness Rising session conducted under very strict type of monitoring
* To observe the issues and find out the solutions
* To scale up the community Mobilization
* To share the input during the daily meetings with Zonal Field Officer
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* Carry out the field monitoring activity
* Record the missed houses
* Complete the monitoring forms provided
* Submit the completed forms weekly to the Zonal Field Officer
* Report to the Zonal Field Officer details about families refusing to be interviewed
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* To educate all the data collector on android base
* Finally send all the data on server and hand over all the documents to head office Karachi

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| **WORK EXPERIENCE** |
| **5. Name of Employing Agency Greenstar Social Marketing (PVT)** |

Title of Position  **District Field Coordinator**

Location. **Lahore**

Period of Assignment **22 April, 2020 to 17th March, 2021**

**Activities**

* Monthly meetings with DTC **(**District TB Coordinator) DHO and CEO Health Department.
* Quarterly meetings with senior staff of Greenstar Regional officer
* Mapping GP clinics and hospitals and medical store and orientation regarding sign contract and finalize work under supervision of greenstar memorandum almost more than 60 contract signed inI iqbal town area.
* To observe the issues and find out the solutions
* To screen the TB patients

To maintain the record of patients

* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* Carry out the field monitoring activity
* Record the Medicines of TB patients
* Complete the OPD forms provided
* Submit the completed documentation on daily and monthly bases
* Report to the supervisor details about patients
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned by the Mercy Corps

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| **WORK EXPERIENCE** |
| **6. Name of Employing Agency Nai Zindagi Trust** |

Title of Position  **Site Manager**

**HIV AIDS**

Location. **Sheikhupura**

Period of Assignment **1st November, 2019 to 2l April, 2022**

* Meetings with CEO Health regarding Nai Zindagi
* Worked on Injective Drug User who are 99 percent victim of HIV Aids provide services of syringes needles and free Treatment at hospital under supervision of Physiologist and Doctors
* To observe the issues and find out the solutions
* To Facilitate the staff to providing the necessary equipment at Health Facility
* To best coordination with Regional Coordinator
* To coordinate with CEO Health for screening for vulnerable patients
* Detailed meeting with Program Manager regarding the field issues
* Best coordination with ORWS and Community Person and Media
* To maintain the record of every client
* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To maintain the office record with juniors
* Carry out the field monitoring activity
* Submit the completed documentation on daily and monthly bases
* Report to the Regional Coordinator on daily, monthly and quarterly bases
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned by Program manager

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| **WORK EXPERIENCE** |
| **7. Name of Employing Agency Punjab Healthcare Commission Lahore** |

Title of Position  **Hearing Officer**

Location  **Lahore**

Period of Assignment **1st April, 2018 to October, 2019**

* Worked Experience of as an Officer Hearing in Quality Surveillance Cell, Implementation Department, Anti Quackery Campaign, Inspection Department, Monitoring & Evolution Punjab Healthcare Commission Lahore (Anti Quackery in all cities of Punjab.
* Maintained the record of all hospitals and prepared file of every case
* To observe the issues and find out the solutions
* To Facilitate the staff to providing the necessary equipment at Health Facility
* To best coordination with Regional Coordinator
* Detailed meeting with Program Manager regarding the field issues
* Best coordination with Doctors at Hearing committee
* To maintain the record
* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To maintain the office record with juniors
* Carry out the field monitoring activity
* Submit the completed documentation on daily and monthly bases
* Report to the Regional Coordinator on daily, monthly and quarterly bases
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned by Director

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| **WORK EXPERIENCE** |
| **8. Name of Employing Agency Hepatitis control program** |

Title of Position  **Consultant OFFICER**

Location. **Lahore**

Period of Assignment **1st July, 2017 to 31th DEC, 2017**

* Meetings with CEO Health regarding Hepatitis Control Program
* Visits RHCs to check the activities regarding Hepatitis Program
* To observe the issues and find out the solutions
* To Facilitate the staff to providing the necessary equipment at Health Facility
* To best coordination with Regional Coordinator
* To coordinate with CEO Health for screening for vulnerable patients
* Detailed meeting with Program Manager regarding the field issues
* Best coordination with Doctors at RHCs
* To maintain the record
* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To maintain the office record with juniors
* Carry out the field monitoring activity
* Submit the completed documentation on daily and monthly bases
* Report to the Regional Coordinator on daily, monthly and quarterly bases
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned by Association for Social Development (ASD)

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| **WORK EXPERIENCE** |
| **9. Name of Employing Agency Punjab Aids Control Program Lahore** |

Title of Position  **Consultant officer**

Location. **Lahore**

Period of Assignment **1st January, 2019 to 30 April 2019**

**Activities**

* Monthly meetings with District Management and gave them brief presentation about field activities
* To ensure the field activities with the coordination of DTC and PACP team
* Achieved the each target assigned by Supervisor like received the blood sample in lab
* Segregation of all samples and separated each sample and given no of each sample and maintain the all reports regarding deducted patients and provide medicine each patient
* To observe the issues and find out the solutions
* To scale up the research
* To share the input during the daily meetings.
* To assist country programs to take corrective action in areas sampled
* Carry out the field monitoring activity
* Record the misshapes
* To monitor the strategy for best quality of project
* Submit the completed information to head office
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the research.

* Submit all the documents at the closing of project

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| **WORK EXPERIENCE** |
| **10. Name of Employing Agency BIPP(Burki Instittue Instittue of Public Policy)** |

Title of Position  **Consultant Officer**

Location. L**ahore**

Period of Assignment **1st July 2015 to JUNE 2017**

**Activities**.

* Monthly DVC (District Vigilance Committee) meetings with DC (Deputy Commissioner) overall progress and issues regarding manual system convert with Computerized system and digitalization implement
* To observe the issues and find out the solutions
* To identify the suggestion ideas regarding worked on BHU, RHC, THQ, DHQ
* To coordinate with CEO Health for provide details regarding of patient entry of each patient and provide details of all details in a single click
* To maintain the record of Integrated Project on web portal of candela software
* To share the input during the meetings
* To provide a technical basis for independent monitoring that can be adapted

According to needs.

* To maintain the office record with juniors
* Carry out the field monitoring activity
* Submit the completed documentation on daily and monthly bases
* Report to the Divisional Focal Person on daily, monthly and quarterly bases
* Record any additional observation that may be helpful in identifying

Problems in the implementation of the project.

* Other assignments assigned

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| **Key skills:** |
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* Prior experience in sales.
* Strong public relation skills.
* Prepare sale and forecast report.
* Gather competitor’s data and analyze the trend.
* Presentation to new product of the potential customer.
* Willing to take challenge

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| **COMPUTER SKILLS** |

* Windows 2007, MS office complete, Access
* Basic Foundation Course Peak Solution College Lahore
* Well acquainted with MS Excel and Power Point

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| LANGUAGE CAPABILITIES |

* English, Urdu and Punjabi
* Fluent Spoken and Written

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| **LEISURE INTERESTS** |

Reading general knowledge-based books, Internet Browsing, Advocacy, Talk Shows, Movies, Music, Cricket and Football

**References.**

Available on demand.

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| **CERTIFICATION** |

I, the undersigned declare that all the information stated above is true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_