## **Curriculum Vitae**

## **Muhammad Anwar**

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***Career Objectives***

A suitable position enables me to utilize my education and experience more meaningful. Capable and career oriented individual with a creative ability and analytical skill, necessary for optimum productivity and performance. Self-motivated, able to work under pressure and sincere carrying out my assignments with own initiative, offering great potential for the professional growth and achievements.

### ***Summary of Experience***

1. **Company : BEFARe/IMU**

**Position : Monitoring and Evaluation Officer**

**Location : Kurram**

**Period : August 2018 to July 2019**

***Job Description:***

* Develop and strengthen monitoring, inspection and evaluation procedures
* Monitor all project activities, expenditures and progress towards achieving the project output;
* Recommend further improvement of the logical frame work;
* Develop monitoring and impact indicator for the project success;
* Monitor and evaluate overall progress on achievement of results;
* Monitor the sustainability of the project's results;
* Provide feedback to the Project Manager on project strategies and activities;
* Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager;
* Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
* Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant report.
* Measurable Outputs and Performance Indicators
* Assist the Project Manager in preparing other relevant reports;
* Organize and conduct interviews regarding project.
* Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities.

1. **Company : Associate in development (AiD-Global)**

**Position : Agency Supervisor**

**Location : Orakzai Agency**

**Period : August 2016 to March 2018**

***Job Description****:*

* + Work in close collaboration with and report to the Field Coordinator on a daily basis.
  + Work in conjunction and in coordination with other Community Surveyors to avoid duplication of work.
  + Be prepared and willing to travel as required in pursuit of Programme objectives and to carryout assigned tasks.
  + Develop a complete understanding of the objectives and purpose of data collection and ensure that the correct and intended objectives are duly shared with the respondents.
  + Develop complete understanding of community mobilization and participatory interviewing techniques and execute community interviews as per the defined method.
  + Mobilize, organize and moderate Focus Group Discussions or qualitative interviews with elders, informal leaders and/or appointed representatives of Afghan communities. Information collected through consensus must be recorded in the formats provided for the purpose.

**2- Company : International Rescue committee (IRC)**

**Position : Field Supervisor**

**Location : Peshawar**

**Period : December 2014 to May 2016**

***Job Description:***

* Complete a comprehensive training to ensure correct usage of the Personal Data Assistant (PDA), Humanitarian Org rules and regulations, as well as the objectives and importance of the assessment
* Travel daily with your assessment team to pre-identified locations with high
* the completion of data collection at the end of each household interview
* Upload collected household data thrice in a weekly basis.
* Conduct oneself with respect in all work with the humanitarian Org , treating all concentrations of IDPs
* Visit IDP families allocated door to door and to conduct the household survey using a PDA
* Correctly enter all data required from each household showing no partiality
* Verify persons (particularly IDPs and other team members) with dignity and professionalism
* Follow Humanitarian Org ’s security protocol and standard operational procedures at all times
* Take direction and complete the tasks assigned to you by your Supervisor

### **3- Company : BEFARe/MSI**

**Position : Field Supervisor/Field Monitor**

**Location : Kurram, Orakzai, & FR Kohat**

### **Period : April 2013 to November 2014**

***Job Description:***

* Work in close collaboration with and report to the Field Coordinator on a daily basis.
* Work in conjunction and in coordination with other Community Surveyors to avoid duplication of work.
* Be prepared to travel as required in pursuit of Program objectives and to carryout assigned tasks.
* The Field Team Supervisor will crosscheck the information collected from each of the team members and make sure that the data collected is valid/accurate and the questionnaire is properly filled.
* Develop a complete understanding of the objectives and purpose of data collection and ensure that the correct and intended objectives are duly shared with the respondents.
* Develop complete understanding of community mobilization and participatory interviewing techniques and execute community interviews as per the defined method.
* Questionnaire counting and hard form pre checking to find out the missing field.
* Information collected through consensus must be recorded in the formats provided for the purpose.

### **4- Company : International Organization for Migrations (IOM-UN)**

**Position : Information Officer**

**Location : Sadda Kurram Agency**

### **Period : June 2012 to Sep 2012**

***Job Description:***

### • Contribute to initial UC/village assessments in order to identify the needs of most vulnerable persons.

### Conduct households assessments in targeted areas (door-to-door visits to homes/camps)

* Formulation of village committees for the return activities IDPs.

### Conduct sessions with community inside and outside in camp and villages.

### Daily, weekly and monthly reports, consolidated reports to Programme Coordinator.

### Meeting with Government bodies, other departments and community stakeholders and take updated information regarding security and IDPs problems and reported to line manager.

### Support and Monitor the activities of other organization which were installed in Durrani camp.

### **5- Company : PVDP/UNICEF**

**Position : Child Protection Monitor**

**Location : Sadda Kurram Agency**

### **Period : Nov 2011 to June 2012**

***Job Description****:*

* Participates at the initial assessment of the vulnerable families and their children.
* Manage the facilitator and assist them with children.
* Ensure equal participation of all children’s.
* Mobilizing the community to effectively participate in the project.
* Identify the children with disability and make sure that their benefits from CFIS.
* Implement the referral mechanism within the community.
* Identifying and reporting cases of the child abuse within the CFIS and community.
* Informing community leaders about child protection.
* Organized child protection committees.
* Mobilizing interesting parents and youth to participate as volunteers in the CFIS project.
* Maintaining stock register.

### **6- Company : Kurram Welfare Home**

**Position : Social Organizer**

**Location : Sadda Kurram Agency**

### **Period : June 2011 to October 2011**

***Job Description:***

* Initial assessment of the vulnerable families
* To conduct health hygiene sessions in the target area
* Formation of Male Organization in the target area.
* Selection of the target villages
* Mobilization of the Community Members,
* Arrangements of public forum, seminars and advocacy campaigns
* Arrangement for the need base training session for the Male organization
* facilitating the meeting of Employers, Health and Protection Committee
* Reporting and documentation

### **7- Company : MSF (FRANCE)**

**Position : Health Promoter**

**Location : Sadda Kurram Agency**

**Period : Sep 2010 to Oct 2010**

***Job Description:***

* Selection of the target villages
* Work on Heath & Hygiene activities
* Prepare IEC material for Hygiene
* Group discussion & transit walk were arrange for Hygiene promotion
* Formation of Male Organization in the target village
* Facilitating the meeting of Employers, Health and Protection Committee
* Reporting and documentation

**8- Company : Eastern Capital Limited (ECL)**

**Position : Settlement Officer**

**Period : July 2005 to Oct 2006**

**Location : Peshawar**

##### Specific responsibilities

##### Completing a transaction between a buyer and seller

##### Transfer of securities to the buyer

##### Transfer of cash or other compensation to the seller

##### Conveying the selling interest from the buyer to the seller

##### Ensuring the orderly transfer of the legal title from the seller to the buyer through the closing process

***KNOWLEDGE, SKILLS & ABILITIES*:**

* Knowledge of Contractual Law.
* Ability to work under pressure.
* Knowledge of material handling procedures.
* Financial and accounting skills.
* Ability to communicate effectively.
* Ability to negotiate effectively.
* Ability to resolve conflict.
* Advanced English language abilities both in writing and verbally.
* Ability to manage time.
* Ability to make sound decisions in a manner consistent with essential job function.
* Ability to use computers and associated software packages.

***Personal Data***

**Educational Qualifications**

1- Master in Business Administration  **(2008-09) Peshawar University**

2- Master in International Relations **(2012-13) Kohat University**

3- Bachelor of Arts **(2005-06) Peshawar University**

4- Passed Intermediate in the year **(2002-03) BISE Kohat**

5- Secondary School Examination **(2000-01) BISE Peshawar**

***Computer Exposure***

Thorough knowledge in using MS Windows, MS Office (Excel, Word & Power Point, Publisher) and Accounting Package Tally and Peachtree.

Father’s Name Pir Gul Hussain

Date of Birth 10May 1983

Domicile Kurram Agency (Sadda)

Sex Male

Nationality Pakistani

Religion Islam, Muslim

Marital Status Married

Languages Known English, Urdu& Pashto

Expected Salary Negotiable

***Declaration***

I hereby declare that all the statements mentioned above are true and correct to best of my knowledge and belief.