**Muhammad Omer Khan**

**Email:** [**omar\_f5@hotmail.com**](mailto:omar_f5@hotmail.com) **Cell Phone: +92 3322366955 Age: 29 (D.O.B 25/06/1993)**

**Address; House No. 191, Street No. 36, Sector G-9/1, Islamabad.**

**Key Skills**

Research (qualitative expertise), Capacity Building Trainings; Rural Development, Program Evaluation, Monitoring and Evaluation, Proposal Writing, Report Writing, Content Management, Data entry operations, Career Counseling, Communications and Public Relations, Sports Analyst, Humanitarian Relief, Critical analysis.

**Education**

* ***MS/MPhil (International Relations),*** Bahria University, Islamabad, 2017 – 2019 (CGPA: 3.20)
* ***Bachelor’s in international Relations*,** Iqra University, Islamabad, 2016 (CGPA: 3.14)
* ***FSC Pre-Engineering*,** Bahria College, Islamabad, Pakistan
* ***SSC Science,*** Bahria College, Islamabad, Pakistan

**Project work**

* The global political paradigm shift, world diverging towards multipolarity (MPHIL Thesis)
* A project of Government of Pakistan (Social Welfare Department and Child Labor Department) in collaboration with UNICEF; namely Child Labour and Adolescent Hazardous Work, And Disability (Qualitative study) conducted in DG Khan, Muzzafargarh, Layyah, Khanewal, Multan, Bahawalpur, Bahawalnagar, Rahimyarkhan
* A project funded by UNICEF Improving Adolescents’ Lives in Afghanistan (IALA) third party evaluation in Afghanistan but carried out from Pakistan
* A project funded by IFAD; Southern Punjab Poverty Alleviation Project evaluation in South Punjab
* A project funded by KfW; Sehat Sahulat Program evaluation in Peshawar, Kohat and Chitral
* Star Schools a project of Pakistan Alliance for Girls Education in Collaboration with Ministry of Education, Alight and JICA
* YALLA BAHRAIN project; worked with a NGO namely AHMAL in Manama, Bahrain
* A project funded by USAID; Pakistan Reading Project in collaboration with Hashoo Foundation
* A project of Pakistan Red Crescent Society (PRCS); awareness campaign for landmines in Kashmir

**Work Experience**

***Center for Evaluation and Development*** December 2021- Present

* Worked as a Junior Research Manager under the Qualitative Research Department
* Supporting the development of qualitative research instruments; for instance, interview and focus group topic guides plus manuals for use in evaluation studies
* Conducting and/or supervising qualitative data collection, for instance, through key informant interviews, focus groups, in depth interviews and observations
* Collect, prepare, analyze, dissect, and evaluate large data set (qualitative and quantitative) e.g coding and analyzing interviews
* Communication and coordination with external consultants and supporting in projects directly and indirectly
* Execution of evaluations regarding data collection, data analysis and reports. In addition, the making budgets

***Center for Evaluation and Development*** December 2020- December 2021

* Worked as a Junior Project Manager under the Program Support Department directly reporting to the Project Manager
* Writing, reviewing, formatting and editing of proposals, reports, manuals
* Business development (project acquisition) of Hydroponics, grants management and project audits and seeking new projects
* Bidding for numerous donor funded projects by writing proposals
* Support with household surveys, field visits, data collection in field and telephonic,
* Support with logistics, communications, public relations and administrative support
* Conducting indepth literature reviews for different international projects
* Manage data collection cycles including coordinating with field teams and overseeing data quality assurance

***Center for Evaluation and Development*** August 2020- December2020

* Worked as a Research Associate under the Program Support Department reporting to the Junior Project Manager
* Collect, prepare, analyze, dissect, and evaluate large data set (qualitative and quantitative) and prepare analytical reports relative to research data.
* Maintain records and data analysis information and present them in various formats such as in Microsoft Excel and Microsoft Word.
* Prepare reports of completed projects and new projects, for presentation to agency requesting project
* Participate in training sessions and workshops
* Monitor progress of research projects and coordinates information between departmental sections

***Bridge Partners*** May 2020-August2020

* I worked as a Career Counselor under the Global Outreach Department as their Head.
* Maintain and update the database of students that applied to study aboard
* Compile all the student’s data for the Facebook page / official record and documentation
* Counsel students about what courses and educational programs they need for particular careers.
* Work with the communications team for the acceptances of the students.
* Interaction with international universities to process the applications and documentations of student to universities abroad
* Answering clients queries regarding admission in universities aboard
* Aid clients in the job search process by teaching them where to look for open positions and connect them with job search resources
* Collaborate with faculty, staff and other student services divisions to help achieve university-wide goals and contribute to its long-range planning

***Board of Investment (Prime Minister’s Office)*** October 2019- March 2020

* Worked on a project funded by the World Bank and outsourced to Evaamp and Saanga
* Worked as a Content Manager, directly reporting to the Software Engineer and System Analyst of the IT department of Board of Investment
* Devise content strategy specifically for digital and print media
* Produce a variety of content according to the given content design
* Researching on various topics related to Ease of Doing Business in Pakistan and Investment in Pakistan
* Collecting ,compiling and representing data using various research methods
* Proofreading content for errors and inconsistencies
* Drafting content and getting it approved by the management
* Interaction with various stakeholders such as government officials
* Data entry on various databases and integrated systems
* Writing/Drafting Newsletter, documents, guidelines, reports, press releases, and business minutes

**Internships**

***Pakistan Alliance for Girls Education*** March 2019- June 2019

* Working under the supervision of the Program Department and directly reporting to Program Manager
* Visiting various project sites to follow up on the progress of various schools in different areas
* Engage in various training and activities with regards to teachers, parents and students
* Maintaining and Updating Alliance Records
* Following up with Student Ambassadors and Community Champions
* Maintaining Social Media Platforms such as Twitter, Facebook, LinkedIn, Instagram and Official website
* Editing, Proofreading and Publishing articles/blogs on official website
* Maintaining numerous bills, files and deliveries of stock
* Hosting and attending various seminars in relation to Girls Education
* Writing/ Drafting Press Release, Articles, Letters and Reports
* Answering phone, corresponding to emails, taking memos, taking meeting minutes

***AIESEC BAHRAIN*** December 2016 – January 2017

* Engaged in various training and activities to develop an understanding of Bahraini youth reality and mindset. Participated in Incoming Preparation Seminar (IPS) with LEAD prior to the project execution
* Preparing/Assisting in leadership & development sessions and with local NGO’s such as AHLAAM
* Worked as a Assistant teacher in the local school to teach English to primary students
* Represented Pakistan in a global village event where the focus was to display culture and traditions.
* Worked with a diverse culture that included local Bahrainis and Foreigners from various countries.
* Submission of an weekly reflection and a final output report to the organizing Committee with the help of other interns that included testimonials, videos, and evaluations

***HASHOO Foundation*** April – May 2016

* Worked in the PRP (Pakistan Reading Project) funded by USAID in collaboration with Hashoo Foundation
* Directly reporting to the head of the Monitoring and evaluation Department
* Visit multiple primary and secondary schools for boys and girls in the districts of Islamabad and Rawalpindi.
* Arrange weekly parent teacher meetings at various schools.
* Hold interactive sessions/activities and trainings that dealt with the benefits of reading habits and setting up a library.
* In depth content analysis of numerous books and overseeing their distribution to various schools
* Updating the progress of various schools and the educational curriculum taught in them

***Pakistan Red Crescent Society*** January – March 2016

* Working directly under the Disaster Management department
* Research on community based development to create awareness amongst locals
* Arrange session/activities and trainings relating to Mine Risk Education held in various communities and schools
* Respond to the emails dealing with different stakeholders
* Participation in disaster risk reduction trainings for safety of local community
* Visit different households for data collection