

Village Boi-Di-Galli P.O Jhangi
Tehsil & Distt: Abbottabad
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PERVEZ IQBAL

PERSONAL Father Name: Mohammad Irfan
DETAIL Marital Status: Married
Nationality: Pakistani
CNIC #: 13101-0932975-1

PROFILE: Highly motivated and result oriented professional with an experience of 15 years. 13 years in NGOs sector and 2 years as receptionist in USA Embassy Islamabad.

EXPERIENCE SUPERVISOR

Location: Peshawar, Nowshera, Swabi, Haripur, Abbottabad, Mansehra, Shangla

Organization: EHSAR Foundation **Project:** KP-HCIP

Duration: Aug 24th 2022 to Sep 30th 2022

Job Responsibilities:

- Assessment of targeted health facilities (BHU, RHC, Tupe C & D) in the targeted districts.
- Complete assessment in the the 29 helath facility with respect to staff, available services, equipments and medicines.

FIELD MONITOR

Location: Hazara Division **Organization:** Micro Merger **Project:** CRVS LGRDKP

Duration: August 1st 2022 to till date

Job Responsibilities:

- Monitoring of recorded vital events like birth and deaths, causs of deaths, immunization status.
- Counter check of issued birth or death certificates and necessary information attached with it.
- Online verification of the action taken.

MARKETING OFFICER

Location: Lahore **Company:** Laj Textiles **Duration:** April 1, 2022 to July 31, 2022

Job Responsibilities:

- Daily stock update from mills.
- Contact customers and issued them contracts after confirmation of rates from management.
- Visiting different customers for the finalization and signing of contracts.
- Arrange dispatch order from mills to the customer when order is completed.
- Ensure quality and timely delivery of fabric to the customers. Field monitor

FIELD MONITOR

Location: Abbottabad **Organization:** Micro Merger

Project: Monitoring of POLIO Eradication Program **Duration:** June 1st 2021 to Dec 31st 2021

Job Responsibilities:

- Monitoring of pre- campaign activities on district level, DPEC meeting, AIC's trainings, trainings of FLWs, UPEC meetings and final readiness meeting.
- Monitoring of intra- campaign activities, monitoring of reams, Union council level evening meetings and district level evening meetings.
- Monitoring of Post campaign activities, market survey and N/A and refusal's verification.

ASSISTANT MANAGER FABRIC

Location: Lahore **Company:** Decent Taxtile Mill **Duration:** Sep 2020 to May 31st 2021

Job Responsibilities:

- Assist Manager fabric in fabric costing, finalization of contracts and documentation.
- Visiting different customers for the finalization and signing of contracts.
- Ensure quality and timely delivery of fabric to the customers.

MONITORING & EVALUATION OFFICER

Location: South Waziristan **Duration:** Oct 1st 2019 to June 30th 2020

Organization: EHSAR Foundation

Project: WASH (RAST)

Job Responsibilities:

- Process monitoring of the whole implementation process to ensure the transparency and accountability.
- Ensure CRM on field level to address the complaints and grievances received on community level related to the project activities.
- Ensure modalities in selection of schemes for the rehabilitation on need basis and community participation in the selection process.
- Monitoring of health and hygiene awareness sessions to ensure the maximum participation and quality delivery.
- Project tracking and Timely reporting on the basis of findings, and scheduled reporting on the weekly and monthly basis.

M & E OFFICER



Location: Islamabad

عورت فاؤنڈیشن

Project: National Socio Economic Registry (NSER/ BISP)

Duration: Oct 20th 2018 to Sep 30th 2019

Job Responsibilities:

- Prepare own field visit plan in light of the DIP and overall monitoring framework developed by the M&E expert.
- Process monitoring for training, SM, PIC and survey activities.
- Conduct shadowing, Spot checks, and backchecks as and when required.
- Track project performance, make comparison and other analysis.

PROJECT COORDINATOR

Location: North Waziristan Agency/ Orakzai Agency



PAWT

Poverty Alliance Welfare Trust
Combating Poverty with Community

Projects: (WASH) Restore access to safe & clean drinking water for new returnee families

(Concern Worldwide OFDA/ USAID), (WASH) Life-Saving WASH Assistance for Returnee Families of Upper Orakzai Agency (UNOCHA/ PHPF)

Duration: September 18th, 2016 to Dec 31st, 2017

DOCUMENTATION OFFICER

Location: South Waziristan Agency **Project:** Fata Recovery Program (FRP) (UNDP)

Duration: March 01st, 2016 to August 31st, 2016,

M & E OFFICER

Location: South Waziristan Agency **Project:** Fata Recovery Program (FRP) (UNDP)

Duration: December 15th, 2015 to February 28th, 2016,

Job Responsibilities as project Coordinator:

- Develop and maintain a detail project plan and managing project deliverables in line with the project plan.
- Develop procedures for the implementation of the WASH program in accordance with donor principles
- Coaching the staff and create a smooth working environment in all levels of the project area.
- Organize regularly evaluation meetings of team members
- Ensure that all project activities are in accordance with budget lines

- Prepare and implement the WASH project M&E plan in coordination with the M&E department to ensure the WASH project meets its objective and expected quality.
- Ensure constructive coordination with the local authorities and other NGOs for the smooth implementation of activities.
- Monitor and track the project's progress and handle any issues that arise
- Prepare/contribute to reporting on project activities to donors according to agreed deadlines.

Job Responsibilities as Documentation Officer:

- Develop and modify the different formats for record keeping and reporting.
- Maintain and organize data collected by the field team and document properly.
- Create and maintain comprehensive project documentation, plans, and reports

Job Responsibilities as M&E Officer:

- Monitor the schemes, Project Implementation Committees, and beneficiary's selection process.
- Monitor the capacity building, community-based training cycle.
- Randomly monitor the beneficiaries after getting cash assistance, around the distribution point and at their house to check the post impacts of assistance
- Feedback on the complains received by the community and keep the record properly.

DATA ENTRY OPERATOR LHO



Location: Peshawar

Project: GFD (IDPs Khyber Agency) Duration: March 06th, 2015 to November 2015,

Job Responsibilities:

- Proper verification of beneficiaries and completion of related documentation
- Accurate interpretation, compilation, and entering of data in the online database system.
- Completion of the required task within the desired deadline

DOCUMENTATION ASSISTANT/ COMMUNITY MOBILIZER,



Save the Children

LOCATION: PESHAWAR

Project: GFD (IDPs Khyber Agency) Duration: 14 June 2012 to 5 March 2015

Job Responsibilities:

- Develop Plan and Conduct meetings with Food distribution committee (FDC) regarding project planning and smooth implementation.
- Conduct introductory sessions with beneficiaries at the Hub level and mobilize them regarding their entitlement
- Proper verification of beneficiaries and completion of related documentation

FIELD MONITORING OFFICER,



Save the Children

LOCATION: BUNER

Project: FFW/FFT (Food for Work/ Training)

Duration: 21st April 2011 to 31st December 2011

Job Responsibilities:

- Assist Food Aid Coordinator to prepare monthly Activity and distribution plans and delivery schedules in close coordination with the Distribution Officer.
- Monitor the schemes, Project Implementation Committees, and beneficiary's selection process.
- Monitor the whole process of food distribution.
- Monitor the capacity building, community-based training cycle.
- Implement agriculture-based activities with Agriculture Extension Department Buner, like Farmer Field School FFS and Female trainings on Kitchen Gardening.

PROJECT OFFICER,



Save the Children

LOCATION: Rajanpur

Project: WASH (Village Cleanup Campaign VCC)

Duration: 25th January 2011 - 28 February 2011

Job Responsibilities:

- Assessment of targeted villages regarding the village's cleanup campaign and hygiene kits.
- Assessment of volunteers for Cash for Work.
- Monitor the whole implementation process,
- Plan distribution of Cash and Hygiene kits to beneficiaries and ensure its transparency.

SOCIAL ORGANIZER



Save the Children

Location: Dera Ismail Khan

Project: General Food Distribution & FFW Duration: August 2010 to 31 Dec 2010

Job Responsibilities:

- Identification of activists, Conduct BBCM to form Community Organization, Baseline assessment of beneficiaries in flood-affected targeted Union Councils, Identification of impartial distribution points for the safe distribution of food and Seeds for Agriculture based activities.
- Assist other staff members in the proper documentation of schemes and reporting.

DISTRIBUTION/ FIELD ASSISTANT



Save the Children

Location: Buner

Project: Cash For food (CFF) Duration: January 2010 to March 2010

Job Responsibilities:

- Monitor the whole process of cash distribution among IDPs returnees.
- Documentation and record keeping.

SOCIAL ORGANIZER/HYGIENE PROMOTER

Project: WASH (IDPs) Location: Haripur & Abbottabad

Duration: July 2009 to Dec 2009

Job Responsibilities:

- Arrange meetings with the IDPs & the host community, formation of Community organization, identification of points for the hand pumps or pressure pumps installation with technical assistance of field engineer and community resolutions on need basis.
- Conduct village wise hygiene promotion trainings in all the selected villages of the targeted area.

RECEPTIONIST (FRONT DESK OFFICER)

Location: US Embassy, Islamabad

Duration: June 2007 to June 2009

Job Responsibilities:

- Ensure entrance of the visitors in diplomatic enclave and embassy as per given access by the department.
- Handle In-coming and outgoing mails, receive phone calls internal and external.
- Timely report of any incident to the command post.

FIELD SUPERVISOR

Project: PRRO (Protracted Relief and Recovery Operation) FFW/T and School Feeding

Location: District Mansehra, Battagram, Kohistan and Tehsil Allai.

Duration: Dec 2005 to May 2006

Job Responsibilities:

- Ensuring proper assessment of beneficiaries in affected areas.
- Engage beneficiaries in FFW activities and Implement strategy for distribution of food to them.
- Ensure proper assessment of schools in targeted areas of (Battagram and Kohistan District) and deliver them high energy food items.
- Maintain the record of delivery forms, waybills and distribution reports.
- Conduct teacher trainings in all union councils of Battagram district, and train primary school teachers on proper fill up of all the formats and reports regarding distribution daily and monthly basis.

DISTRIBUTION ASSISTANT

Project: NFI, s (Distribution in earthquake-affected camps)

Location: District Mansehra, Battagram, Kohistan and Tehsil Allai.

Duration: June 2006 to May 2007

Job Responsibilities:

- Collection of Data from the earth quake affecties Camps and ensure them delivery of NFIs
- Keep regular contact with local administration, representative, and community organizations for peaceful distribution of NFI items provided by UNHCR.

IT TEACHER**Project: Computer literacy Program****Location: GHS No-1 Havelian and GHS Jhangi Abbottabad****Duration: March 2001 to March 2005****Job Responsibilities:**

- Coaching of computer science from class 6th to 10th.
- Making database of all the students enrolled in school and also responsible to compose quarterly and annual question papers and result.

TRAININGS/ SPHARE STANDARDS:

- Participate in one-day training workshop on Sphere Standards in Haripur organized by Church World Service (CWS) on 29th August 2009.

SEMINARS/ WORKSHOPS TEACHERS TRAINING:

- Participate as a trainee in 15 days teachers' course organized by Intel technology teach to the future program from 1st September 2003 to 15th September 2003.

iDp's Training:

- Take part in training organized by Red-R on guiding principals on Internal Displacement and key concepts of protection at Mansehra on 14th April 2007

Warehouse management training:

- Attend one-day workshop of warehouse management organized by World Food Program, WFP Mansehra on 27th December 2007.

wfp teachers training about record keeping:

- Contribute as resource person (Master Trainer) in WFP teachers training about record keeping (Stationary) & skilled 245 teachers of 173 schools in district Battagram from 02nd May to May 11th 2007.

Degree/ Certificate Board/ University**Master in Economics** Hazara University DhodialMansehra.**Bachelor of Arts** University of Peshawar**Diploma in computer Science** Board of technical education Peshawar**A+** Skill development council Peshawar**EDUCATION****Vision**

I want to contribute effectively in any organization I m working with. I always look forward to enrich my knowledge by counseling with the seniors and want to become valuable and viable part of the organization. In my opinion learning process only ends with the end of life. Honesty, dedication and sincerity towards work are requisites of success in life.

References

Name: Fazal Hayat Khan

Designation: Director Program Operations

Organization: Poverty Alliance Welfare Trust (PAWT) Contact: 03004559505