


Resume

<h1>Muhammad Nasir</h1>					
Date of Birth:	06	05	1975		
Address:	H # 472/D Joharabad Tando Adam District Sanghar Sindh				
Contact:	03332758975		03038480629		
Email(s):	nasir.apex@gmail.com				

Objective:	To have a mutually rewarding relationship with a dynamic & progressive organization by applying my professional skills & capabilities towards the achievement of organization's objective.
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Work Experience:

Organization	:	Tameer e Khalaq Foundation
Designation	:	Field Monitoring Officer
Tenure	:	January 2020 to December 2020.
Location	:	Karachi
Reporting to	:	Monitoring & Reporting Officer
Responsibility	:	Monitoring & Reporting Non Formal Education Centers (TPFM)
Brief Job Description	:	<ul style="list-style-type: none"> To prepare work plan of field visits on the bases IP Work plan. Monitor NFE Facilitator Training. Monitoring of NFE Centers. To fill the Monitoring check list. To check all record of NFE Center. Identify Red, Yellow Green Findings. Assessment of Learners. To compile monthly Report. To monthly meeting & give their feedback.

Organization	:	World Health Organization
Designation	:	Temporary Team Support Person (Only in Polio Days)
Tenure	:	November 2018 to December 2019.
Location	:	Tando Adam District Sanghar
Reporting to	:	Polio Eradication Officer
Responsibility	:	Monitoring & Support of Polio Campagain.
Brief Job Description	:	<ul style="list-style-type: none"> To prepare work plan of field visits on daily bases. Monitoring of the Mobile teams, Fixed Centre & transit Centers. Monitoring the team, identify gaps. To support the staff in their works. To fill the Monitoring check list. To take cluster in the area. To give on job training of the team. To conduct Market Survey & report to Taluka Focal Person & other Officers.

	<ul style="list-style-type: none"> • To compile the taluka field reports. • To attend daily evening meeting & give their feedback.
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Organization	: Mercy Corps
Designation	: Community Mobilizer
Tenure	: February 2018 to October 2018.
Location	: Shahdadpur District Sanghar
Reporting to	: Field Supervisor
Responsibility	: Monitoring & Support TB Program.
Brief Job Description	<ul style="list-style-type: none"> • Conducted LHWs trainings. • Monthly work plan prepared. • Conducted verbal screening tool catchment areas of LHWs. • Coordination's with LHWs insure referral mechanism T.B presumptive nearest public and private health facility. • Conducted contact screening positive patients along with LHWs. • Conducted VHC, CSG member's orientation and participation meeting along with LHWs. • Centre day meeting participation and collect reports verbal screening tools of LHWs and LHS. • Follow-up positive patients. • Record maintained. • Chest camp organized. • Organized shield distribution ceremony. • Attend QRM. • Incentive distribution. • Facilitate the field visits,record check, monitoring evaluation and donor team and also conducted LHWs interviews. Weekly and monthly reports submitted.

Organization	: National Rural Support Programme
Designation	: Regional Monitoring Officer & District Team Leader
Tenure	: June 25, 2016 to Oct 2,2017.
Location	: District Mirpurkhas & Matiari
Reporting to	: Project Coordinator
Responsibility	: Planning, Management, Training of Field Monitor, Monitoring & Evaluation of program activities
Brief Job Description	<ul style="list-style-type: none"> • Supervision & implementation of all project activities.. • Proper interaction & Coordination with District Officials & other stakeholder. • Conduct & Manage baseline assessments, data collection & consolidate data. • Guide & supervise field monitor & facilitate field staff. • Support field monitors in developing their monthly operational plan. • To prepare weekly, Monthly & Quarterly Progress Report.

Organization	: World Health Organization
Designation	: Temporary Taluka Team Support Person (Only in Polio Days)
Tenure	: July 2013 to 31 May 2016..
Location	: Tando Adam District Sanghar
Reporting to	: Polio Eradication Officer
Responsibility	: Monitoring & Support of Polio Campaign.
Brief Job Description	: <ul style="list-style-type: none"> • To prepare work plan of field visits on daily bases. • Monitoring of the Mobile teams, Fixed Centre & transit Centers. • Monitoring the team, identify gaps. • To support the staff in their works. • To fill the Monitoring check list. • To take cluster in the area. • To give on job training of the team. • To conduct Market Survey & report to Taluka Focal Person & other Officers. • To compile the taluka field reports. • To attend daily evening meeting & give their feedback. •

Organization	: Chip Training & Consulting , Pakistan
Designation	: Social Mobilizer & Union Council Communication Officer (UNICEF Funded Project Polio Program) & Master Trainer (UNDP/ IFES Election Project)
Tenure	: Jan 5, 2012 to May 2013.
Location	: Tando Adam District Sanghar
Reporting to	: DHCSO
Responsibility	: Monitoring & Support of Polio Campaign.& District Trainer
Brief Job Description	: <ul style="list-style-type: none"> • To prepare field Visit reports • To facilitate and monitored the activities of staff. • To ensure the execution of SMP for awareness of community about detrimental of polio. • To conduct training of LHWs & supporting staff. • To develop close liaison and Coordination with MS & Line Department. • To trained the Presiding Officers & and polling staff regarding the polling procedures

Organization	: Apex Consulting , Pakistan
Designation	: Monitoring Supervisor (USAID Funded Project)
Tenure	: Nov 01, 2010 to Oct 31, 2011
Location	: Entire Sindh
Reporting to	: Provincial Coordinator
Responsibility	: Planning, Management, Training of Field Monitor, Monitoring & Evaluation of program activities
Brief Job Description	: <ul style="list-style-type: none"> • To monitor and evaluate (TPFM) the activities of staff in sector of Agriculture, Wash, Livelihood, Cash For Work, Food For Work, Relief Commodities, Food Supply, NFIs, Artisan, Dairy and Health Sector

Organization	: National Commission for Human Development, Pakistan
Designation	: Literacy Coordinator
Tenure	: June 19, 2006 to Oct 31, 2010
Location	: Hyderabad & Sanghar
Reporting to	: District General Manager
Responsibility	: Planning, Management, Training of literacy teachers, Monitoring of program activities
Brief Job Description	: <ul style="list-style-type: none"> • To prepare field reports and field visits • To support the staff in their works • Implement SMP for Establishing Literacy Centers • Training and Coordination with partner CSOs • Coordination with EDO Literacy/Education • Teacher Training • Monitor Training • Assessment of Learners • Press Reporting • Monitoring of the Centers • Assessment Reporting • To prepare weekly and Monthly Progress Report • To prepare the Contracts of partner CSOs of Literacy of the district • To arrange the training regarding capacity building of partner CSOs • look after over all literacy intervention in all over the district

Organization	: Ghazali Public School, Tando Adam
Designation	: Principal
Tenure	: April 01, 2005 to May 31,2006
Location	: Tando Adam
Reporting to	: Chief Executive
Brief Job Description	: <ul style="list-style-type: none"> Organized and supervised Inter & Extra –curricular activities. Supervised Teaching and learning processes. <i>Supervised Accounts and administrative issues.</i>
Organization	: Muhammad Bin Qasim Public School
Designation	: Vice Principal
Tenure	: April 2004 to March 31, 2005
Location	: Tando Adam
Reporting to	: School Principal
Brief Job Description	: <ul style="list-style-type: none"> To look after school activities in the absence of Principal. To check and facilitate teaching methodologies of teachers. Maintain financial & students records. To organized constructive parents teachers meeting(PTM).

Training/ workshops attended

Farm Management Training in Agriculture Department Sanghar.
Capacity Building Training Workshop Organized by National Commission for Human Development. Literacy Department at City Gate Hotel Hyderabad.
Training of Trainers (TOT) for Literacy Course By Literacy Support Unit Hyderabad at NCHD Hyderabad Office.
LMIS Training for computer course By Literacy support Unit Hyderabad at NCHD Office Hyderabad.
Social Mobilization for Community Development Training at City Gate Hotel Hyderabad organized By World in Consulting Pakistan.
Training on Program implementation, Planning, Monitoring & Evaluation at Step Inn Guest House Organized by Apex Consulting Pakistan.
Training On Security Plan at City Gate Hotel Organized By Chip Training & Consulting Pakistan.
Training on Program implementation, Planning, Monitoring & Evaluation at Indus Hotel Hyderabad Organized by Chip Training & Consulting Pakistan.
Training on Livelihood Recovery Appraisal project at Sheraton Hotel Karachi organized by APEX Consulting Pakistan.
03 Days Training of Master Trainer on IFES Election project at Sajan Hotel Sanghar Organized by Chip Training & Consulting Pakistan.
One Day Training Of Measles & Typhoid Program At WHO officer Sanghar Organized by World Health Organization.
One Day Training of Verification Survey of Promoting Private School In Rural Sindh (PPRS) at Sajan Hotel Sanghar Organized by Management & Development Centre (MDC).
Attend Advocacy Seminar Of Measles at District Health Office Sanghar

03 Dayd Training/Orientation of TB Program at Indus Hotel Hyderabad Organized by Mercy Corps.

03 Days Training Of Supervisor On Rollout Of National Socio Economic Registry (NSER) By at Indus Hotel Hyderabad Organized By RSPN/ NRSP.

Educational Qualification:

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year	Division/CGPA
1.	M.Sc(Agri) Hons	Sindh Agriculture University Tando Jam.	Agronomy	2003	1 st Division
2.	B.Sc (Agri) Hons	Sindh Agriculture University Tando Jam.	Agronomy	2001	1 st Division
3.	Diploma	National Institute Of Management Sciences Islamabad.	Marketing	1996	1st Division

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Microsoft Office	Excellent	Currently Using
2	In page	Excellent	Currently Using

Personal Skills

• Program & Project Management skills
• Problem solving and decision making skills
• Administration, Monitoring and Evaluation skills.
• Good research and analytical skills.
• Strong interpersonal, communication and Presentation skills.

Personal Information

Father's Name	:	Muhammad Nisar Ghori
Marital Status	:	Married
CNIC No.	:	44206-9572422-9
Religion	:	Islam
Language Competency	:	Urdu, English

References:

Sr.	Name	Organization	Known As	Contact No.
1	Mr.Dr Abbas	World Health Organization	PEO(Sanghar)	03352116021
2.	Mr. Tahir Zubair	National Commission For Human Development (Islamabad)	Manager (Education)	03219422583 tahirzubair@gmail.com
3	Mr.Parvez Asghar	National Rural Support Programme (Islamabad)	Project Coordinator	03008522618

