

ATIF ABBAS

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Senior Level Assignments in Project Management with reputed organizations

Hands-on expertise in heading overall project activities right from the conceptualization stage to the execution and close-out

PROFILE SUMMARY

- ✓ Project Management Professional with experience in Household Surveys, WASH, Youth Economic Empowerment, Peace Education Program, Post Abortion Care Health Project Management, Corporate Communication and New Project Initiatives.
- ✓ Proven track record of Leading and executing projects from conception to closeout
- ✓ Skilled in providing leadership, direction, strategy and vision in all projects to facilitate and agility in timely project completion
- ✓ Possess excellent negotiation, organizational, relationship management, problem solving and interpersonal skills with cross cultural adaptation & creative abilities

WORK EXPERIENCE

April 2018 – Dec 2022 DEAP Development Organization ICT, Rawalpindi Div, Sahiwal Div, Multan Div, Karachi Div

PROJECT MANAGER

Worked as a Project Manager in DEAP Development Organization Chakwal in the project funded by IPAS Pakistan at District Chakwal, Attock, Jhelum, Sahiwal, Pakpattan, Multan, Lodhran, Khanewal, Islamabad, Hyderabad, Jamshoro, Dadu, Sehwan sharif and some activities at Lahore and Karachi.

My responsibilities are:

- Manage, oversee and support and implementation of the project
- Pay regular visits to program locations to observe and advise on technical delivery
- Supervision of all project activities
- Provide quality operational and Logistic support for each activity
- Monitoring project activities and ensure completion of all project activities in given time frame
- Over all management & supervision of projects
- Reporting to donor and project stake holders
- Coordination meetings with Govt. officials, line departments and civil society organizations

Dec 2016 – Jan 2018

SEBCON Pvt. Ltd

Chakwal, Haripur

DISTRICT COORDINATOR

Worked as a District Coordinator in SEBCON Pvt. Ltd in the project of NSER-BISP Survey funded by BISP at District Chakwal and District Haripur. My responsibilities are

- Assist SEBCON head office in establishing local office
- Assist SEBCON in hiring & selection of Social Mobilizers, Supervisors and Enumerators

- Participate in the training workshops to be organized by the SEBCON for their Field Staff and to get particularly trained in the correct understanding and filling of all sections of the CAPI Application (Form: T1) as well as the reporting tools;
- Develop understanding of reporting software developed by SEBCON
- Conduct training workshops organized by the SEBCON for their Field Staff and particularly train to build a correct understanding of social mobilizers, supervisors and enumerators to fill all sections of the CAPI Application;
- Thoroughly understand NSER Guidelines that describe guidelines for Supervisors, Area Coordinators, Enumerators and procedures on how to fill the conduct data collection exercise;
- Maintain a close liaison with local community leaders, public representatives and government officials to ensure local ownership in the targeting process and universal coverage of households. This is expected to be done through the Social Mobilizer in his/her team;
- Make logistics arrangements for the execution of the targeting survey;
- Overall supervise social mobilization and public information campaign in the tehsil.
- Be responsible for targeting (data collection) survey at their assigned level;
- Allocate Targeting Teams to various villages/localities within the Union Council;
- Provide technical support to Supervisors;
- Supervise and ensure the quality of the data collected and conduct spot checks in the field;
- Provide Union Council reports as per protocols provided by BISP (see below under UC Progress Report);
- Ensure that field teams regularly update Electronic Registry Forms(ERFs) onto server;
- Monitor the work of the Targeting Teams allocated to his/her area through regular field visits during data collection and regular meetings and telephonic conversation with the Supervisors of each village/locality;
- Review the daily outputs of Targeting Teams and checks their productivity. In case of low outputs, s/he will contact the concerned Supervisor;
- Facilitate external monitors in their visits i.e. SEBCON's Monitoring Teams and BISP's External and Internal Monitoring Teams, and resolve any issue that may have been raised; and
- Take corrective measures for issues identified as a result of spot-checks/monthly visits either conducted by the BISP's team, SEBCON's internal monitoring team or Third Party Operations Review Firm.
- All the expenditures should be made within the allocated budget of the respective activity

Jan 2016 – Nov 2016

DEAP Development Organization

Chakwal

PROJECT MANAGER

Worked as a Project Manager in DEAP Development Organization Chakwal in the project of Piloting Integration of PAC messages in existing IEC material of LHWs funded by **IPAS Pakistan**.

My responsibilities are:

- Manage, oversee and support the development and implementation of the project
- Ensure quality periodic reports and supervise all preparation for program reviews
- Pay regular visits to program locations to observe and advise on technical delivery
- Monitor awareness raising sessions on Post Abortion Care (PAC) at community level
- Supervision of all project activities
- Monitoring project activities and ensure completion of all project activities in given time frame
- Over all management & supervision of projects
- Reporting to donor and project stake holders
- Coordination meetings with Govt. officials, line departments and civil society organizations

- Coordination with NGOs and line agencies for creating sustainable linkages of the communities and these agencies

June, 2015 – Dec, 2015

Global Peace Pioneer

Regional Office Chakwal

DISTRICT COORDINATOR

Worked as a District Coordinator Global Peace Pioneer Regional Office Chakwal in the project of Cohesion among schools and communities to prevent / mediate conflicts and disputes peacefully through School for Peace Program funded by DAI-AAWAZ.

My responsibilities are:

- Over all management & supervision of projects
- Facilitation all projects staff and the donor agency
- Coordination meetings with Govt. officials, line departments and civil society organizations
- Planning and implementation of required activities as per agreed plans necessary for efficient launching of the project
- Coordination with NGOs and line agencies for creating sustainable linkages of the communities and these agencies

Sep, 2012 – Nov, 2014

NRSP

Field Office Chakwal

Senior Social Organizer / Assistant Project Manager

Working as Senior Social Organizer/ Assistant Project Manager in NRSP field office Chakwal in the project of YOUTH ECONOMIC EMPOWERMENT PROJECT (YEPP) funded by Plan Pakistan.

My responsibilities:

- Support to the District Project Coordinator including the implementing partner organizations, project.
- Associates in implementation of the community mobilization component.
- Responsible for program introduction and mobilization of target group (Young Girls and boys and community gatekeepers) to organize their groups in allotted village.
- Responsible for identifying credible, energetic, potential youth (girls & boys) with leadership qualities for holding the office of youth group in the villages and distinct level youth network.
- Responsible for signing of "Terms of Partnership" between the project and youth groups.
- Ensure that the youth group/district network management structure is established through the democratic process for appointment of the management setup.
- Responsible for ensuring that all community capacity building and awareness activities are carried out in the village according to the agreed time schedule in a project village.
- Ensure that youth in villages are accessing and are aware of TVET services and opportunities.
- Continuously monitor and carry out gap assessment of each youth group to assess any weakness in order to identify and alert to the Technical Coordinator for corrective actions.
- Provide support to the partner organization and MER officer in collecting relevant information from the field.
- Provide necessary support to other components upon request, associates and other project partners.
- Ensure Advocacy complains with TVET institution, Government officials and political leaders.
- Have linkages with Government and non-government departments.
- Carry out career counseling session in schools (Boys and girls).
- Exchanging ideas and experiences with management and field staff as to inculcate the spirit of debate and discussion within NRSP.
- Any other task assigned by the Regional Program Manager

Nov, 2011 – Aug. 2012

NRSP

Field Office Chakwal

Master Trainer CLTS / Assistant Project Manager

Worked as Master Trainer CLTS / Assistant Project Manager in NRSP field office Chakwal in the project of Water and Environmental Sanitation (WES) funded by Plan Pakistan. The focus of this project is to promote Health & Hygiene Education, enable communities and union councils to achieve human feces free environment.

My responsibilities:

- Situation Analysis & Base line Survey
- Prepare a profile of the village by collecting data on village statistics particularly on status of village population and division into better off, well off, poor, poorest and destitute
- In collaboration with HRD section develop training events for activities from community
- Training of CLTS Approach to Implementing partners
- Training of CLTS Approach to Community Resource Persons
- Conduct CLTS Orientation Workshops for Natural Leaders
- Initiate CLTS & SLTS Triggering in Communities and in Schools
- Health & Hygiene Sessions in Schools and in Communities
- Mobilizing Communities to eliminate open defecation
- Mobilizing Community members towards Collective action
- Attend coordination meetings with line agencies
- Give social guidance to the organized communities
- Preparing monthly, quarterly, six monthly and annual reports about social mobilization activities for submission to the Project Manager
- Coordination with NGOs and line agencies for creating sustainable linkages of the communities and these agencies
- Carry out any other special assignment given by the Project Director and Project Manager within the field of his competence

Feb, 2011 – May, 2011

SABAWON

Regional Office Chakwal

Project Manager

Worked as a Project Manager at SABAWON Regional Office Chakwal in the project of Water and Environmental Sanitation (WES) funded by Plan International. The focus of this project was to promote Health & Hygiene Education, enable communities to achieve human feces free environment for all and installation of infrastructures

My responsibilities are:

- Over all management & supervision of projects
- Facilitation all projects staff and the donor agency
- Coordination meetings with Govt. officials, line departments and civil society organizations
- Planning and implementation of required activities as per agreed plans necessary for efficient launching of the project

- Coordination with NGOs and line agencies for creating sustainable linkages of the communities and these agencies

Dec, 2005–Feb, 2011

SABAWON

Regional Office Chakwal

CLTS & SLTS Facilitator and Assistant Project Manager

Worked as a CLTS & SLTS Facilitator and Assistant Project Manager SABAWON Regional Office Chakwal in the project of Water and Environmental Sanitation (WES) funded by Plan International. The focus of this project was to promote Health & Hygiene Education, enable communities to achieve human feces free environment for all and installation of infrastructures.

My responsibilities are:

- Situation Analysis
- Facilitation of all project staff and the donor agency
- Assist to PM in Development of training needs assessment of staff with the coordination of SABAWON HID unit and capacity building of staff on regular base
- Initiate CLTS & SLTS Triggering in Communities and in Schools
- Health & Hygiene Sessions in Schools and in Communities
- Mobilizing Communities to eliminate open defecation
- Mobilizing Community members towards Collective action
- Empowers Community to take further action in future
- Conduct CLTS Orientation Workshops for Natural Leaders
- Post triggering, Follow up and Scaling up
- Facilitate Communities to achieve target of Open Defecation Free
- Develop strategy of community interaction for social organizer
- Identify and arrange introductory meeting with the contact persons for the program expansion
- Hold first dialogue meeting with the communities
- Introduce the program concept and develop a long term vision of the program in the organized communities
- To mobilize and facilitate community during different workshops, visits, at time of TOP, etc. for need assessment, need prioritization and execution of Physical Infrastructure Schemes.
- Formation of Project Committees for Infrastructure Schemes
- Formation of Health and Environment Committee to solve health and environment issues in community
- Monitoring of all running Infrastructure schemes
- Health and Hygiene Training to rural communities

Achievements

- Trained more than 250 school teachers in health and hygiene education through child-to-child approach.
- Trained 55 Community based Organizations of Chakwal in Health & Hygiene Education & Basic Management skills
- Developed training manual for CBOs and Health & Hygiene Manual for Health & Environment Committee
- Implemented 105 community infrastructure Projects in District Chakwal
- Trained 20 CBOs of Chakwal in CCBs
- Formation of 45 Health and Environment Committees in District Chakwal
- Developed by Laws and maturity indicators for Health and Environment committees for the Plan

- Introduced CLTS (Community Lead Total Sanitation) in District Chakwal
- Conduct 285 CLTS Triggering in Communities
- Conduct 45 SLTS Triggering in Govt. Schools
 - Conduct 3 CLTS Triggering in Madrasa
 - Conduct 15 CLTS Orientation workshops for Community Natural leaders
 - Facilitate in formation of 56 Youth Groups and 1 District Youth Network at Chakwal in Youth Economic Empowerment Project
 - Capacity Building of 56 Youth Groups and District Youth Network in YEE Project
 - Initiate Peace plus Education program in Govt. and Private Schools of District Chakwal
 - Organized seminars, workshops, meeting of National level at Karachi, Lahore, Islamabad in Post Abortion Care Awareness Project funded by IPAS Pakistan
 - Managed and Collected data in NSER-BISP Survey Project of more than 250000 Households of District Chakwal

EDUCATION

University of Punjab

- M.A History from Punjab University Lahore Pakistan

University of Punjab

- B.A (Social Science) from Punjab University, Lahore Pakistan

- F.S.C. (pre-medical) Rawalpindi Board
Matriculation Rawalpindi Board

COMPUTER SKILLS

- Graphics and Designing (In page, Corel Draw,)
- Internet Applications
- MS Office (Word, Excel, Access, Power Point, In page)

PERSONAL INFORMATION

CNIC NO: 37201-1614850-1

Nationality: Pakistani

References

Will be furnished on demand