**USMAN NAEEM KHAN**

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**PERSONAL INFORMATION**

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**OBJECTIVE**

* Looking for a job in a Governmental/ Non-Governmental Organization where I could utilize my faculties in a challenging environment and improve my personality and skills to serve the humanity in a better way.
* To work in a growth oriented organization and share some of my practical work experience.

**ACADEMIC DETAIL**

**M.Phil. (2013)**

MPhil. (Gender Studies) (Bahauddin Zakariya University, Multan)

**Major Subjects:**Gender in World History, Advance Research Methodology, History of Feminist Literature & Art, Feminist Philosophy, Media Gender & Identity, Pakistani Women Contemporary Issue, Advance Statistics in Gender & Social Sciences and Social Psychology & Gender

**Master (2010)**

M.Sc. (Sociology) (BahauddinZakariya University, Multan)

**Major Subject:** Anthropology, Social Work, Health and Medicine, Sociology research, Criminology, Human Resource Management, Computer, Demography, Statistics, Development, NGO Management, Community Development.

**COMPUTER SKILLS**

* Ms. Office
* Internet & Multimedia Accessories
* Web Browsing
* Software Installation / Interactive Activities Regarding PC

**COMMUNICATION SKILLS**

* Good Communication and Interpersonal Skills
* Skills enhanced by giving presentations as part of my course
* Excellent verbal and written skills
* Fluent in Urdu and English
* Proficient in Punjabi, and Saraiki

**PERSONAL QUALITIES**

Good writing skills, and organization skills, friendly and outgoing personality, leadership abilities, hardworking, self-motivated, capable to work under pressure, goal and task oriented.

**EXPERIENCES**

* Five years’ experience in “**B.E.F.A.Re.**” as M&E officer in Lahore and Multan project USAID.

**Job Responsibilities:**

Working on the Data Collection management and finalize the methodology for data collection.

Develop the Evaluation Methodology and analyze the Data collection (Data Verification, Data Validation, Data Cleaning) and working on the result oriented reports to the donor.

Draft tools and their revisions as well as data collection procedures under the Supervision of the M&E Manager (e.g. logical framework, project performance tracking, Indicators, data flow chart, M&E manuals)

Organized and conduct capacity building training in the field of Monitoring and Evaluation among different partner organization.

Regular site visits to the project site and prepare the timely field visit reports and observation reports.

Suggest ways to facilitate data collection and the flow of data within Program Field Teams.

Conduct Focus Group Discussions **(FGDs)** and develop FGD guidelines.

Prepared Focus Group Discussion (FGD) and Key Informant Interviews (KIIs) transcriptions

Support M&E Manager and Grants Manager in reviewing donor reports to ensure high quality reports are submitted on time for grant/program.

Assist Program Development/Grants Management in establishing log frames, M&E Work plans, and targets during the drafting donor project proposals.

Participate in field visits and data collection ensuring the quality of data collection, recording and reporting according to the project.

* One-year experience in “**Farmers Friend Organization**” as M&E officer in Bahawalpur project UNICEF.

**Job Responsibilities:**

Lead the team to manage and implement WASH projects to ensure all project activities and budget are spent according to plan, budget, time frame and quality.

Lead the technical working group for the construction of hard component as per specification.

Provide project-level and field-level capacity building in the WASH for staff, communities and local government.

To supervise regular data collection through implementing partners and ensures quality of the data by random verification and validations.

Assist Manager in designing, coordinating and conducting project evaluations (mid-term and end-line).

Assist Manager in developing quarterly, six-month and annual reports.

To Assist Manager for monthly and Quarterly Review and Planning.

Conflict resolution among the team as well as in community.

* One-year experience in “**Farmers Friend Organization**” as Project Coordinator in Muzaffargarh project PPAF.

**Job Responsibilities:**

Lead the team to manage and implement Dairy Value Chain & Micro Insurance projects to ensure all project activities and budget are spent according to plan, budget, time frame and quality.

Give extra assistant to Livestock trainer and Veterinary Doctor.

Provide project-level and field-level capacity building in the Dairy Value Chain & Micro Insurance for staff, communities and local government.

To supervise regular data collection through implementing partners and ensures quality of the data by random verification and validations.

Coordinating and conducting project evaluations (mid-term and end-line).

Conflict resolution among the team as well as in community and manage and perform all the activities regarding project.

* One Year experience in “**Institute of Business Managemen**t” as Provincial Coordinator in Punjab project USAID.

**Job Responsibilities:**

Conduct surveys, FGDs and KIIs.

Manage all types of research activities.

* Two years’ experience in “**Farmers Friend Organization**” as a livelihood officer in Muzaffargarh project PPAF.

**Job Responsibilities:**

Base line surveys (situation analysis).

Categorization of poor community (ultra-poor, vulnerable & poor).

Poverty Score Card Survey hard and Soft Documentation.

PSC-Software.

Preparation of Report of Ultra Poor, Vulnerable Poor and Poor.

Preparation of PSC Verification Report.

Preparation of Livelihood Invest Plan LIP.

Managed and introduced Enterprise Development Training(EDT) for five days in every settlement.

Trained to Participants for Enterprise Development and for Business Plan.

Conduct training workshops (EDT, CMST and other Development).

Preparation of EDT Report as well as completion EDT.

Formation of Common Interest Groups (CIGs).

Linkages Development of poor community with existing markets.

Preparation of all project meetings and events of all union councils.

Prepare daily work and route plan for the supervisors.

Arrange meetings with all field team members.

Prepare the list of community activists and local leaders for survey.

Maintain a close liaison with local community leaders and public.

Representatives and government officials for data collection.

Supervise and monitor the work of supervisors and enumerators in the field.

Involved in the recruitment of survey staff.

Report Writing.

Work with DP to develop M&E frameworks for project and organizational assessment.

Provide support to and on occasion deputize for the Director Programs.

Any task assigned by TTL/DTL.

Daily, Weekly & Monthly Progress Report.

* One-year experience in “**International Medical Corps**” as a psycho social counselor.

**Job Responsibilities:**

Establish BHUs (Basic health units).

Counseling to the flood affected communities,Conducted Surveys,Distribution of goods,conducted different kinds of activities in the target areas, and also performing monitoring and evolution duties.

Trainings and activities related to farmer training; women embroidery; handicrafts; establishment livelihood centers and fine art trainings for school children like Drawing, Painting, Glass Painting, Paper Mashie, Collage, Marbleizing and Bubbling.

**Additional experience**

* Survey experience in “**Urban Development Unit”** as a surveyor.
* Workshop in Citizen Commission for Human Development Capacity Building.
* Workshop on gender sensitization for student’s volunteer group **(SVG).**
* Work as an internee in “**Ch. Pervez Elahi Institute of Cardiology**” Multan.
* Member of JaagoNaujwan the Empower Youth of Southern Punjab (all Pakistan Youth Federation Multan District).

**PROJECTS & RESEARCH**

Thesis on “Agricultural Development through Micro Finance” in Tehsil Shujabad District Multan.

Thesis on “Challenges faced by the female lawyers in District Multan”

**HOBBIES**

* Reading books: History, Psychology, English Literature, New Phenomena’s, Islamic Literature
* Watching Movies: Documentaries, Informative Movies
* Net Surfing
* Web Designing
* Learning Different Languages
* Reading E-Book

**REFERENCES**

Would be furnished on demand

**Cover Letter**

The Human Resource Department,

Respected Sir/Madam,

Thorough advertisement I have come to know that job available in your organization and I want to apply for this specific position. I am flexible to adjust myself in challenging situations. I have proven my leadership qualities while working in different projects. I feel comfortable while working within team. I believe in “collective wisdom" i.e. two or more people can give more productive results than individual working alone.

I have experience of working as M&E Officer, livelihood officer, provisional coordinator and project coordinator. I have contributed in the provision of medical facilities in BHUs, distribution of Non-food items, trainings of farmers; training of rural women on embroidery; handicrafts; establishment of livelihood centers and fine art trainings for school children like drawing, painting, glass painting, paper mashie, collage, marbleizing and bubbling. I am fluent in four languages including English, Urdu, Punjabi, and Saraiki. I have also worked in child friendly space environment in district Multan and Muzaffargarh with INGO.

It would be a pleasure for me to work for a well-reputed organization like yours. May I wait for a positive response from your side!

Yours truly,

Usman Naeem Khan,

Multan

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