

PERSONAL INFORMATION



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Sex Male

Date of birth 24/10/1984 **Nationality** Pakistani

PROJECTS COMPLETED

Projects & Trainings	Designation	Organization/Clients
Construction of WASH facilities, AAWAZ II Program	M&E Manager	Rural Aid Pakistan/British Council, Penny Appeal
Third party field monitoring of regular projects (Education, Child protection, WASH, Health & Nutrition, communication for development, emergency response and early recovery) In KPK and FATA	M&E Reporting Officer	UNICEF
Post-Polio Campaign Monitoring (PCM)	Trainer/Field Manager	RIZ Consulting/WHO
Contraceptive Stock Assessment Survey	Trainee	JSI/USAID Deliver Project
WASH - Sanitation Programme at Scale in Pakistan (SPSP)-Phase-II	Provincial Coordinator	UNICEF
WASH - Sanitation Programme at Scale in Pakistan (SPSP)-Phase-II	Project Coordinator	UNICEF/PHED Punjab
User Beneficiary Assessment Phase II	Team Leader	PPAF
TPFM of COMNet Projects in KP and FATA	Provincial Coordinator	UNICEF
Third Party Field Monitoring in KPK and FATA - (Education, Child protection, WASH, Health & Nutrition)	Provincial Coordinator	UNICEF
Third Party Field Monitoring of Saudi Fund for Development (SFD) Supplies in KPK and FATA	Provincial Coordinator	UNICEF
Comprehensive Needs Assessment in KP	Researcher	UNHCR
KAP Survey and Environmental Awareness Campaign	Field Coordinator	Islamic Relief
Detailed Livelihood Assessment (DLA)	Team Leader	FAO
Sporting Need Assessment in Lower Dir, Upper Dir, Malakand and Shangla Districts	Field Coordinator	UNDP
Data Collection, Entry and Tabulation for Survey of RSPs Community Physical Infrastructure (CPI)	Researcher	RSPN

KEY STRENGTHS

Coordinate field employees

Typically oversee an entire regional area and are responsible for coordinating field employees to cover all clients in a particular area.

Hire and train employees in the field

Hire and train new employees, interviewed candidates, arranged training, and travel with them to ensure understanding of responsibilities before field work

Evaluate employee performance

Regularly evaluated field employees, created plans for improvement, tracked progress, and submitted performance reports to HR and senior managers.

Manage logistic arrangements

Ensure field teams and clients' logistical arrangements for project implementation.

SKILLS AND QUALIFICATION

Project management	From budgeting to scheduling, plans and implementation, have an acute Understanding of all aspects of project management
Computer skills	Field managers should use Microsoft Office applications for reporting and communication.
Self-motivation	Spent much time in the field and able to meet with clients and oversee field Employees with little to no supervision
Problem-solving skills	Handled many issues that arise with clients or team members and provide Satisfactory resolutions
Communication skills	Demonstrated strong verbal and written communication skills when interacting with Senior managers, team members, vendors, and clients.
Organization skills	Setting up field employee routes and maintaining employee evaluations and reports Calls for exemplary organization skills
Time management	Managed time properly and accordingly.

WORK EXPERIENCE

Oct, 2021 – Apr, 2023
Rural Aid Pakistan

M&E and Reporting Manager
WASH, Awaz – II Programs - Narowal
Construction of WASH facilities, AAWAZ II Program

- Led the M&E system and ensure accountability to donors and other key stakeholders.
- Developed monthly reports covering key challenges, areas of improvement, and MEAL insights to improve program efficiency
- Developed monthly work plan and conducted Field visits for process monitoring and guidance.
- Tracked, monitored & validate the progress of the project and ensure timely reporting to donors as per the agreed timeline.
- Highlighted deviation and variance in progress against project and share with PM/M&E unit for decisions making.
- Design, monitoring checklist/tools/templates, supervise and implement workshops and training, including their evaluation.
- Produce and manage briefs, reports and assessments on issues identified in line with research and recommendations.
- To maintain the contacts data bank, photo database online and in the sharing drive of events and activities the employee coordinates.
- Preparing the Annual Plan of Action
- Develop and implement promotional materials and campaigns and coordinate with the communication officer.
- Ensured CRM (Complaint Response Mechanism) Policy in the project.
- Close coordination with the program development unit and stakeholders.
- Develop assessment tools, hold evaluations and assessments as per project and program requirements.
- Extend support to MEAL teams on specific projects providing management oversight, backstopping, and problem-solving in case of any challenges
- Drafting, finalizing, and sharing success stories and case studies with the communications department to be included in newsletters and annual reports
- Any other task assigned by the supervisor/senior management.

Nov, 2017 – Dec, 2019
APEX Consulting Pakistan

Business or sector: Implementing
Provincial M&E and Reporting Officer, KP & FATA
Third Party Field Monitoring – UNICEF (Peshawar)
Third party field monitoring of regular projects (Education, Child protection, WASH, Health & Nutrition, communication for development, emergency response and early recovery) In KPK

and FATA

- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress towards achieving the project output.
- Develop monitoring and impact indicator for the project success.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the project's results.
- Identify and address project bottlenecks to enhance efficiency and effectiveness of project for UNICEF in Peshawar.
- Provide inputs, information and statistics for Monthly, quarterly and other reports to Project Management Team and UNICEF Peshawar.
- Participate in project reviews and planning workshops and assist the Project Manager in preparing relevant reports.
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations.
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities.
- Develop M&E system for the Project and for the government counterpart/stakeholder.

Mar, 2015 – Oct, 2017
APEX Consulting Pakistan

Business or sector :Consultant

Master Trainer and Zonal Manager – GB, KP & FATA and Baluchistan
Post – Polio Campaign monitoring – WHO Pakistan

- Design training material/manuals and conduct trainings in close coordination with APEX country office under project PCM-WHO.
- Orient the concerned staff on project goal, objectives and target.
- To Organize and conduct PCM Trainings at different zones in KP/FATA.
- Assessment of participants during training and feedback to the Training Team of PCM regarding amendments in the training material.
- Development of training material for additional training events if requested by client (s).
- Ensuring that effective logistical arrangements are in place before trainings.
- Close interaction and Feedback to the respective supervisor regarding the delivery of training focusing the following;
- Participants, their attendance and participation.
- Logistical arrangements done for the training.
- Methodology related aspects of the training.
- Data entry of pre-and post - tests as well as training evaluation forms.
- Finalizing the staff list and evaluation of staff for each PCM on performance base.
- Supervise and coordinate with PCM field monitors on regularly basis.
- Ensure the field monitoring is going on as per WHO-PCM standards protocols.
- Ensure effective coordination with APEX country office RIZ Consultant and EOC concerned officials.
- Timely report to field manager regarding ongoing activities.
- Ensure the uploading of monitoring findings on ODK.
- Close coordination with National Field Manager, National Field Coordinator, National Finance Manager, National Logistic Manager and all Client.

Feb, 2017 – May, 2017
APEX Consulting Pakistan

Business or sector: Consultant

Provincial Field M & E Coordinator, Quetta, Balochistan
WASH- Sanitation Program at Scale in Pakistan (SPSP) – UNICEF Pakistan

- Responsible for the overall management of the Quetta office.
- Coordinated with the department activities, and ensures that the support and program departments work together harmoniously.
- Contributed to the training of teams and the integration of new employees.
- Supervise and coordinate with SPSP field monitors on regular basis.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Ensure effective coordination with APEX and UNICEF provincial concerned officials
- Review field reports and provide feedback on regular basis.
- Data entry in excel and on web (GIS based M&E) is also primary responsibility.
- Collect health surveillance data and prepare it for analysis purpose.
- Collect monthly Matrix from IPs, deeply review them and share with APEX country office.
- Develop presentation and participate in monthly review meetings.

Jul, 2016 – Dec, 2016
APEX Consulting Pakistan

Business or sector: Consultant

Provincial M & E Coordinator, KP/FATA

WASH - Sanitation Program at Scale in Pakistan (SPSP) – UNICEF Pakistan

- Responsible for the overall management of the Peshawar office.
- Coordinated with the department activities, and ensures that the support and program departments work together harmoniously.
- Contributed to the training of teams and the integration of new employees.
- Supervise and coordinate with SPSP field monitors on regular basis.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Ensure effective coordination with APEX and UNICEF provincial concerned officials
- Review field reports and provide feedback on regular basis.
- Data entry in excel & on web (GIS based M&E) is also primary duty.
- Collect health surveillance data and prepare it for analysis purpose.
- Collect monthly Matrix from IPs, deeply review them and share with APEX country office.
- Develop presentation and participate in monthly review meetings.

Jan – Jul, 2016
APEX Consulting Pakistan

Business or sector: Consultant

Provincial M & E Coordinator, Punjab

WASH - Sanitation Program at Scale in Pakistan (SPSP) PHED Punjab – UNICEF Pakistan

- Provide training to field monitors and allocate their districts.
- Ensure logistic arrangements for the field monitoring staff.
- Supervise and coordinate with PHED field monitors on regular basis.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Ensure effective coordination with APEX country office, UNICEF provincial concerned officials and PHED department.
- Conduct regular field visits to monitor the activities of field staff.
- Review field reports and provide feedback on regular basis.
- Data entry in excel is primary responsibility.
- Collect monthly Matrix from IPs, deeply review them and share with APEX county office.

Apr – Oct, 2015
APEX Consulting Pakistan

Business or sector: Consultant

Provincial M & E Coordinator, Punjab

Third Party Field Monitoring – UNICEF (Punjab)

Third Party Field Monitoring in KPK and FATA - (Education, Child protection, WASH, Health & Nutrition)

- Responsible for the overall management of the Islamabad/Lahore office.
- Coordinated with the department activities, and ensured that the support and program departments work together harmoniously.
- Contributes to the training of teams and the integration of new employees.

- Manage team for concern districts of Punjab and provide training.
- Maintained close coordination with UNICEF Program Section (WASH, Education, Health and Child Protection).
- Supervise and coordinate with field monitors on regular basis.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Ensure effective coordination with APEX and UNICEF provincial concerned officials
- Review field reports and provide feedback on regular basis.
- Data entry in excel is also primary responsibility.
- Ensured regular monitoring of UNICEF interventions of WASH, Education, Health and Child Protection on field.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Review field reports and provide feedback on regular basis.
- Compiled the findings of field monitors, draft a consolidated report, and share it with UNICEF on monthly basis.
- Develop presentation and participate in monthly review meetings.

Jan, 2014 – Feb, 2015
APEX Consulting Pakistan

Business or sector: Consultant

Provincial M & E Coordinator, KP/FATA

Third Party Field Monitoring – UNICEF (Peshawar)

Third Party Field Monitoring in KPK and FATA - (Education, Child protection, WASH, Health & Nutrition)

- Manage team for concern districts/ Agencies of KP/ FATA and provide training.
- Maintained close coordination with UNICEF Program Section (WASH, Education, Health & Nutrition and Child Protection).
- Close coordination with Implementing Partners and field teams.
- Ensured regular monitoring of UNICEF interventions of WASH, Education, Health and Child Protection on field.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Review field reports and provide feedback on regular basis.
- Compiled the findings of field monitors, draft a consolidated report, and share it with UNICEF on monthly basis.
- Develop presentation and participate in monthly review meetings.

Jun, 2013 – Dec, 2013
APEX Consulting Pakistan

Business or sector: Consultant

TPFM of COMNet Projects in KP and FATA

Third Party Field Monitoring – UNICEF (Peshawar)

- Manage team for concern districts/ Agencies of KP/ FATA and provide training on COMNet.
- Develop monthly COMNet Work Plan, assess staff deployment, activities, and recommend changes for polio epidemiology.
- Coordinated with UNICEF Program Section for deployment of health communication officers in Union Councils at high risk.
- Close coordination with Implementing Partners and field teams.
- Ensured regular monitoring of UNICEF interventions of Health on field.
- Conducted regular field visits to ensure the field monitoring is going on as per UNICEF standards protocols.
- Review field reports and provide feedback on regular basis.
- Compiled the findings of field monitors, draft a consolidated report, and share it with UNICEF on monthly basis.
- Develop presentation and participate in monthly review meetings.

Oct, 2011 – May, 2013
APEX Consulting Pakistan

Business or sector: Consultant

Provincial M & E Coordinator, KP/FATA

Third Party Field Monitoring – UNICEF (Peshawar)

Third Party Field Monitoring in KPK and FATA - (Education, Child protection, WASH, Health & Nutrition)

- Manage team for concern districts/ Agencies of KP/ FATA and provide training.

- Maintained close coordination with UNICEF Program Section (WASH, Education, Health and Child Protection).
- Close coordination with Implementing Partners and field teams.
- Ensured regular monitoring of UNICEF interventions of WASH, Education, Health and Child Protection on field.
- Ensure the field monitoring is going on as per UNICEF standards protocols.
- Review field reports and provide feedback on regular basis.
- Compiled the findings of field monitors, draft a consolidated report, and share it with UNICEF on monthly basis.
- Develop presentation and participate in monthly review meetings.

Business or sector: Consultant

SHORT TERM SURVEYS AND ASSIGNMENTS

PROJECTS	DESIGNATION	ORGANIZATION/CLIENT
TPVICS – Typhoid Conjugate Vaccine	Field Supervisor – (ICT & CDA)	PBS
TPVICS – Routine Immunization	Field Coordinator - Haripur	Contech International
Detailed livelihood assessment – FAO (Punjab)	Field Supervisor – Mianwali	APEX Consulting Pakistan
User beneficiary assessment survey – PPAF- iii	Field Supervisor – Haripur, KP	APEX Consulting Pakistan
Data collection and entry for final evaluation of CBHA program in Pakistan – Save the Children	Field Supervisor – Kasur, Punjab	APEX Consulting Pakistan
Sports needs assessment – UNDP	Field Supervisor – (Malakand)	APEX Consulting Pakistan
KRI / japan International Cooperation Agency – JICA	Field Supervisor – (ICT & CDA)	APEX Consulting Pakistan
Institutional assessment survey of COs	Field Researcher – KP	APEX Consulting Pakistan

EDUCATION AND TRAINING

YEAR	DEGREE	MAJOR SUBJECTS
2009 – 2012 Hazara University	Bachelors of Law - LLB	<ul style="list-style-type: none"> • Constitutional Law • Criminal Procedure Code – CrPC. • Civil Procedure Code – CPC • Minor Acts • Law of Evidence and Legal Ethics
2004 – 2007 Hazara University	Masters of Management Sciences (MBA) - Finance	<ul style="list-style-type: none"> • Finance • Accounting • Economics • Project Management
2003 – 2004 Hazara University	Bachelors of Science (B.Sc) – Maths & Physics	<ul style="list-style-type: none"> • Maths – A • Maths – B • Physics

PERSONAL SKILLS

Mother tongue(s)	Hindko				
	UNDERSTANDING		SPEAKING		WRITING
Other language(s)	Listening	Reading	Spoken interaction	Spoken production	
URDU	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User
National Language.					
English	Independent User	Proficient User	Independent User	Independent User	Independent User
International Language					

Communication skills ▪ Excellent communication skills gained through my experience.

Organizational / managerial skills ▪ Leadership (currently responsible for team of 24 people)

Job-related skills

- Teamwork
- Verbal and written communication
- Coordination, and diplomatic skills
- MS office.
- Good analytical skills, ability to adapt
- Good organization skills.
- Empathy

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Computer Skills

- Good command of office suite (MS Word, MS Excel, MS Power Point, MS Outlook)
- Good command of photo editing software gained as an amateur photographer

Presentations Projects Monthly and Project Review Meetings (if Required)
Successfully completed with UNICEF, WHO, UNDP, UNHCR, USAID, PPAF, British Council, Penny Appeal, RSPN

Memberships Member of KP Bar Council

Certifications Employee Award

Licence Lower Court – KP Bar Council

REFERENCES

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