Imtiaz Ahmed Mashori

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OBJECTIVE

Seeking a challenging position in a dynamic organization, that utilizes my analytical skills and learning abilities providing opportunities to exhibit and enhance my skills.

PROFILE

Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to completion, designing educational strategies, and coaching individuals to success. Skilled in building cross- functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

CAREER EXPERIENCE-

Data processing assistant (dpa) on larmis Project

## Project Management Unit (PMU) LARMIS BoR Sindh

(March-2014 to Jan-2022)

* Troubleshoot system problems and perform minor repairs to computers and peripheral equipment.
* Operate a variety of standard office equipment.
* Establish and maintain files and records.
* Make arithmetic calculations quickly and accurately.

Monitoring & Evaluation Officer (M&E) on Health Project

## DevCon – An Association for Rural Development

(May-2012 to Jan-2014).

* Developing M&E plans, indicators and tools.
* Collecting, analyzing and presenting data to assess program performance.
* Tracking progress and reporting on program outcomes.
* Identifying and addressing M&E capacity development needs.
* Participating in the design, implementation and assessment of program interventions.
* Building relationships with key stakeholders and partners to promote M&E best practices
* Strong analytical skills
* Knowledge of M&E methods and tools.
* Excellent written and oral communication skills.
* Ability to work independently and as part of a team.
* Familiarity with data visualization tools and techniques.
* Strong project management skills.

Field Supervisor (Health Project)

## RSPN (Rural Support Programe)

### (Jul 2009 to Nov 2011)

* Responsible for overseeing and directing the work of field employees to ensure the completion of projects within specified time and budget constraints.
* Responsible for maintaining a safe work environment, monitoring productivity, quality control, and performing evaluations of employees.
* coordinate and communicate with clients, contractors, and other stakeholders to resolve issues and ensure customer satisfaction.
* Liaison with Taluka and UC authorities and community leaders.
* Establish a network with the other stakeholder in the working area (I/NGOs). Advocacy for health and hygiene practices in the communities.
* Establish linked and meetings with the community leaders and different group existing in the working area.

# ENUMERATOR

National Education Census

### (Jan 2008 To Jan 2009)

* Chart out plans to visit residents of a specified city.
* Create survey sheets or work on predefined surveys to gather census information physically travel to Schools to interview them.
* Assist people in filling out survey forms and explaining items on survey forms.

QUALIFICATION

* Bachelor (Commuter science) -2007

Shah Abdu Latif University Khairpur mirs

* Bed (bachelor of education).

Shah Abdu Latif University Khairpur mirs

COMPUTER ABILITIES

* MS Windows8.1
* MS Office 2016
* Operating Internet & E-mail.
* To record data, financial reports and typing letters.

PERSONAL INFORMATION**.**

Father’s Name: Khuda Bux

Cnic: 45301-5812853-1

Date of Birth: Jul 01, 1986

Nationality: Pakistani

Languages: English, Urdu, Sindhi

## Reference

Will be furnished Upon request.