



Arsalan Aaftab

Assistant MEAL Officer

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Kunri, Pakistan

Summary

- I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

Skills

Adept In IT Related Work | Adobe Photoshop | Community Building | Community Engagement | Community Guidance | Data Comparison | Data Extraction | Data Management | M.S Excel | M.s word | Mobilization | Monitoring and Evaluation | Personal Training | Problem Solving | Report Writing Skills | Reporting Skills | Social Mobilizer | Software Operation | Team Motivation Skills | Troubleshooting Skills | Writing Skills

Experience

Jun 2023 - Present

Assistant MEAL Officer

Community World Service Asia, Mirpur Khas, Pakistan

The Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant

Responsibilities:

Implement MEAL Plan-compliant MEAL processes for the collection, analysis, and usage of data to measure progress against indicators and promote programmatic learning on sectors assigned.

Conduct routine monitoring of all sectoral assigned project activities.

Ensure follow-up and resolution of feedback and actions agreed upon during debriefing with the program.

Support the implementation of evaluation and learning activities.

Data collection tools development., storage, cleaning, and analysis if needed.

Closely coordinate with relevant MEAL activities program staff to ensure project-

Writing monitoring reports after field visits ,Support on Outcome monitoring reports assigned (e.g., post-distribution monitoring report, satisfaction survey, post-implementation survey)

Accountability

Awareness session of accountability to the beneficiaries

Collect feedback from the beneficiary.

Others

Assist in other tasks as required by the MEAL TL or MEAL Manager, including extensive support to other programs/sectors whenever deemed necessary.

Oct 2022 - Jun 2023

Voucher Officer

Community World Service Asia, Mirpur Khas, Pakistan

Prepare and review the project plans related to cash transfer programming throughout the project implementation period and carry out regular follow-up for reporting on all aspects of conditional and un-conditional cash transfer programming. Effective and efficient implementation of the cash transfer programming through self-implementation and/or through the implementing partner organization as per the design/proposal approved by the donor within the specific period and resources. Collaborate with the implementing partner in undertaking market analysis and Mapping of service (Mobile transfers, remittances, bank account, etc.) in the context of geographical areas. Establish and document the beneficiary identification and selection process for providing cash assistance. Developing and agree with the service provider on a standard operating procedure (SOP) for cash distribution. Critically assess and follow-up the Complaint Redressal Mechanism. Ensure the service provider is properly documenting the beneficiary registration and identification checks (Anti-Money Laundering Check (AML/CFT Check). Follow up with beneficiaries of Cash Distribution & Encasements and write case studies.

Feb 2022 - Sep 2022

Data Analyst

Max Bachat Super Market, Hyderabad, Pakistan

- Researching industry trends such as consumer buying habits or technological advances that may impact the industry in the future
- Analyzing data such as revenue growth rates, inventory turnover rates, and profit margins
- Providing recommendations to improve operations or increase profits, often working with the store manager or another member of the management team
- Providing recommendations regarding staffing needs based on seasonal fluctuations or new product launches
- Recommending new products or services based on market trends and customer preferences

Apr 2022 - Jun 2022

Asistant H.R

Max Bachat Super Market, Hyderabad, Pakistan

Feb 2022 - Apr 2022

Cashier

Max Bachat Super Market, Hyderabad, Pakistan

Jan 2016 - Jan 2022

Polio Team Member

World Health Organization, Kunri, Pakistan

- Worked In Polio Team As A Team Member.

Oct 2017 - Apr 2019

Freelancer Photographer

Private, Kunri, Pakistan

Education

2021

University of Sindh

Bachelors in Science

Information Technology

- 2021 **Skillston (National institute of culinary art & hotel management)**
Diploma
Hospitality
Completed
- 2017 **Domino English Learning Center**
Short Course
Language (English)
Completed
- 2016 **Jinnah Public School Kunri**
Intermediate/A-Level
Mathematics
Percentage: 66%
- 2014 **Jinnah Public School Kunri**
Matriculation/O-Level
Science
Percentage: 69%

Languages

Sindhi Expert	Punjabi Expert	English Intermediate	Urdu Expert
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