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| |  | | --- | | Zahid Hussain    **Professional Summary**  Experienced Program Officer/Human Resource Development (PO/HRD) and District Coordinator GFATM **with over all 12 years experience in NRSP Awaran District.** Excellent reputation for resolving problems, improving Project satisfaction, and driving overall operational improvements.  **Experience in Projects**   * **PPAF Project**   1. Social Mobilization 2. Infrastructure 3. Community Development 4. Livelihood 5. Capacity Building   * **Balochistan Package**   1. Social Mobilization 2. Education 3. Health 4. Infrastructure   * **GFATM Malaria Project**   1. Capacity Building 2. Provision Kits and AMDs to health Center. Visit, Monitoring and reporting, DHIS FM1, FM2 FM3.   * **BISP**   1. NSER National Socio-Economic report.   * **LEP Project .**   1.Capacity Building 2. Loaning and Record keeping ,MIS   * **NRSP Core Program**   1.Social Mobilization 2. Credit  **Work History**  Four Years worked as a Social Organizer NATIONAL RURAL SUPPORT PROGRAM (2009 to 2012.)  Five Years Worked as a Program Officer/Human Resource Development (PR/HRD) NATIONAL RURAL SUPPORT PROGRAM. (2013 to 2016.)  Four Years Worked as a District Coordinator GFATM and District Incharge 2017 to Feb 2021.District Awaran Pakistan.   * Produced high-quality documents, spreadsheets and presentations for internal. * Implemented improved reporting techniques, resulting in performance deficiencies identification. * Prepared Project Completion Report. * Produced quality reports formatted in compliance with data quality standards. * Tracked and analyzed reports to determine needed improvements. * Generated reports of findings to help management with making key decisions. * Developed and updated tracking spreadsheets using. * Developed effective improvement plans. * Developed team communications and information for Project meetings. * Participated in staff meetings, special events and professional development activities. * Monitored employee activities. * Recommended adjustments to monitoring, measuring and analysis strategies to effectively assess progress toward program goals. * Designed surveys and other evaluation tools to collect meaningful, actionable data. * Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies. * Corrected any data entry error to prevent later issues such as duplication or data degradation. * Transformed project data requirements into project data models. * Participated in requirements meetings and data mapping sessions to understand project needs. * Developed and updated tracking spreadsheets. * Collected, arranged and input information into database system. * Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets. * Closely collaborated with project members to identify and quickly address problems. * Monitored deadlines and milestones to keep team on track with project schedule. * Developed and deepened relationships with key stakeholders. * Worked with senior case managers to coordinate team development activities and trainings. * Evaluated and solved technical problems affecting project deliverables. * Identified innovative and automated approaches to routine tasks, making suggestions that were widely received. * Investigated and corrected or escalated project problems. * Closely collaborated with project members to identify and quickly address problems. * Provided status updates for projects, delivering information to all stakeholders. * Monitored timelines and flagged potential issues to be addressed. * Made information about projects, corporate strategies and upcoming projects available to stakeholders in quarterly newsletter. * Tested construction materials by performing sampling for analysis and design. * Analyzed survey reports, drawings and maps to direct construction layouts. * Monitored schedules to verify project completion on schedule and within approved cost limitations. * Identified training needs and planned classes accordingly. * Planned and deployed training programs for procedures and activities. * Coordinated travel arrangements for trainers. | | Name : Zahid Hussain  **Father Name:** : Ghullam Muhammad**Address:** : 94100, KHARAN, Pakistan  **Address:** : Tahsil Mashkey District Awaran  **Phone:** : 03332076747  **CNIC:** : 51102.2327092.7  **DoB:** : 08-10-1982  **Marital Status :** Married  **Religion :**Islam  **Nationality : Pakistani**  **Email:** : zahidghullam@gmail.com  **Skills**   * Staff Management * Strategic Planning * Presentation design * Scheduling * Workflow planning * Payroll and budgeting * Documentation and control * Team management * Project organization * MS Office * Supervision * Problem resolution * Relationship development * Operational improvement * Database administration   **Education**  Matriculation BISE Quetta( 1999 ) Government High School - Mashkey  F.Sc, BISE Quetta (2002)  Government Degree College - Khuzdar  B.Sc Bachelor of Science ( 2004)  University of Balochistan - Quetta  MA. Urdu 2009  University of Balochistan - Quetta  Language Proficiency  \* English  \* Urdu  \* Balochi  \* Brohi  **AdditionalInformation**  **ATTENDED TRAININGS DETAILS:**   * **Fifteen days training of Trainers (TOT)** * **Four Days Community Management Skill Training (CMST)** * **Two alive Days Training on Social Mobilization and Participatory Development at Islamabad .** * **Ff** * **Five Days Training on State Citizen Relationship in Development Context .** * **Two Days Workshop on Disaster Management Skill Training .** * **Three Days Training on Livelihood Enhancement and Protection Unit (LEP)** * Five Days Managerial Training and   Organization Development.   * Five Days Enterprises Development Training (EDT) * Two Days Saving Training . * Three Days Villages Development Plan Training. * Three Days Social Saftynet Training . * Three Days Training on Basic Human Right (BHR). * Five Days Lund Use Management Training. * Three Days Environment Training . * Four Days Disaster Management Training at Karachi. * Three Days Data Management Training at Karachi. * Two Days MIS Training at hydra bad. * One Day RDT Training at Quetta. By GFATM * Two Day Malaria Information System (MIS) Training at Quetta. By GFATM * Two Days DHIS & outbreak Response Training at Quetta. By GFATM * Two Days Training on Village Health Committees.   **References:**   1. **Nasir usman (RP/HRD NRSP Turbat Region)**   **Nasir.ali@nrsp.org.pk**  **PH .03205004456**   1. **Dr Mohammad Alim Zehri DDHO Awaran**   **Ph 03343774368**  **Alamzehri368@gmail.com** |

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