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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.
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 |  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 2009University 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**

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