 ALI IMRAN

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###### OBJECTIVE

A capable and enthusiastic professional seeks an exciting and challenging position. The aim is to work in an organization with a professional environment and a flair for progress.

**SUMMARY OF ABILITIES**

* Quick learner motivated and dedicated to get the job done right.
* Able to multitask.
* Strong communication skills. Work well with others at various levels; a team player.
* Courteous and professional. Good sense of humour.
* Able to travel as needed.

## ACADEMIC BACKGROUND

* MSc (Statistics) from Statistics Department University of Peshawar Pakistan in 1997.
* M.A (Economics) from University of Peshawar Pakistan in 2007.
* BSc (Maths, Physics, Statistics) from Islamia College University of Peshawar Pakistan in 1994
* FSc (Pre Engg) from Edwards College Peshawar Pakistan in 1990.
* SSC (Science) From Govt High Scholl No.1 Peshawar Cantt Pakistan in 1987.
* Diploma in Computer Science from CECOS Data Institute & Technical Board Peshawar

Pakistan in 1997

**MAJOR SUBJECTS STUDIED DURING MSc (STATISTICS) MA (ECONOMICS)**

**MSc (Statistics) MA (Economics)**

1. Demography & Population Analysis 1. Macro & Micro Economic Analysis

2. Sampling Techniques 2. Monetary Economics

3. Statistical Methods 3. Project Planning

4. Statistical Inference & Probability Theory 4. Research Methodology

5. Experimental Design 5. Agriculture Economics

6. Multivariate Analysis 6. Econometrics &Regression Theory

**JOB SUMMARY:**

* **Working as Union Council Operations Officer (UCOO) in CHIP training Consultants ( Funded by UNICEF) Peshawar ( July 2023 till date )**
* **Worked as Union Council Delivery & Operations Officer (UCDO ) in Professional Employer (PEOPLE) ( Funded by WHO) Peshawar ( Dec 2021 to June 2023)**
  + - * Supportive supervision to ASs and Teams in proper area/HH and in child registration in the

field before the campaign

* + - * Participated in UPEC/evening meetings and present desegregated data on missed children

and engage all UPEC partners to cover still missed children.

* + - * Conducted CBV workers training before every campaign.
      * Support AS in development of micro-plans workforce inclusive of logistics distribution,
      * training, community engagement, route maps, still missed children tracking data and high

risk mobile population.

* + - * Develop UC micro-plan based on compilation of ASs micro-plan inclusive of logistics

distribution,

* + - * training, community engagement sessions, route maps, still missed children tacking data

and high risk mobile population movements of his/her respective area.

* + - * Provided timely data reporting in pre-campaign phases to DSC and DPCR/DEOC
      * Supervised and monitor Area Supervisors (AS) and Community Health Workers (CHWs) in

filed during campaign

* + - * Maintained vaccine record at UC level on daily basis and will return the remaining vaccine

vials back to district store.

* + - * Prepared database at UC regarding Form2A&2B. Providing timely data reporting in intra-

campaign phases to DSC and DPCR along with daily submission of Form 2A/2B/missed

children sheets to DSC & DPCR.

* + - * Implement extended catch up activities for vaccination of still missed children inclusive of

N.A& Refusals.

* + - * Gathered data along with reasons from still missed children and prepared strategies for

Refusals coverage also implement data driven community engagement plans for

chronic/PMCs missed children.

* + - * Post campaign review meeting with AS for debrief on data analysis, gaps, actions plans etc.
* **Worked as District Manager (Khyber) in Directorate of Malaria control Program (DMC) under Common Management unit (CMU) Islamabad.( Dec 4 , 2020 to June 10 2021)**
* This position is responsible to carry out all the Pre, during and Post MASS LLINs campaign activities at the District Level
* Management of the work flow of the district team
* Assessing the work performance of the district employees at the district and PPS level for timely taking measures to align it with the Project goals and objectives,
* Coordination with the district level stake holders and provincial office
* Weekly reporting of the district level performance to Project Manager
* Responsible for outlining a comprehensive recruiting and training of the District and PPS level human resource in coordination with the Provincial Team
* All types of documentation organized in files and kept in the district office
* Data collection, compilation and submission to Provincial office as per requirements
* Ensuring all Project timelines are met.
* Maintaining attendance record of all the Project human resource at the district level and timely submission to HR Department,
* Safe keeping of the assets and inventory of the project and ensure record is kept up to date.
* Supervise the logistic officer for his day to day logistic related activities.
* Monitoring of all the PPS on regular basis.
* **Worked as Lecturer in Statistics (Visiting) in Sarhad University of Science & Technology Peshawar (Oct ’2017 to Nov 2021)**

**Responsibilities:**

* Writing lecture material and handouts and presenting information in lectures seminars and tutorials.
* Marking student papers.
* Member of departmental planning team to determine teaching program for the academic year.
* Takes feedback from students to improve teaching methodologies and content within the department/faculty.
* Changing and adapting course material following research.
* Providing guidance and advice to students e.g. career advice or pastoral care regarding personal issues.
* Writing examination papers.
* Marking examination papers for graduate and undergraduate students.
* Writing examination reports for faculty/departmental review.
* **Worked as Manager Community Mobilization / Operations & IT in Marie Stopes Society (MSS) under National Expansion Project (NEP) at Regional Office Peshawar (Nov’2008 to Nov 2017)**

**Responsibilities:**

* **Community Mobilization :**
* In coordination with the RMO, National Manger CBD/CBM is to be established.
* The process of mapping, identification, recruitment & selection for accreditation of partnership will be coordinated between the Regional Executive CBD/CBM the RMO & his team. The above process will also apply for the CBD/CBM team
* Conceptualized, plan, participate and coordinate periodic training, reviews, audits and assessments of project implementation.
* provide support to National Manager CBD/CBM in effectively and efficiently managing all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected result and in developing annual activity and procurement work planes as well as budgets based on expected year-end outputs; in ensure close monitoring of activities and disbursements.
* Assist Manager CBD/CBM in preparing qualitative substantive and financial progress report as may be required by the project and in preparing periodic procurement/contracting and financial delivery report for MSS management.
* Conduct policy briefing and participate in mission related to public-private partnership institutions building.
* In consultation with Manager CBD/CBM, identify and formulate coordinated approaches on community empowerment.
* Provide support Manager CBD/CBM in promoting information sharing with the relevant donor’s community by initiating and/or participating in consultative meetings.

#### General Operations/IT

#### Planning, implementation and supervising of MSS new project initiative in accordance with standard business format.

* Working closely with team and other departments for smooth functioning of operations
* Developing teamwork through exemplary leadership and ensuring personal development of members in coordination with the HR, QA and MDT Department.
* Develop the team’s annual objectives and performance indicators
* Carry out team performance review/appraisals
* Regularly update the Regional Manager Operations on project activities and performance.
* Contribute towards the Risk Management plans/strategies of the Department.
* Work towards increasing access and sustainability of services.
* Manage MIS on regional and District level.
* Report monthly CIS backup to support office.
* Manage VPN network (Forti client) on regional and district level.
* Manage AX Dynamics on regional & district level.
* Responsible of Installation and trouble shoot CIS, VPN network (Forti client) & AX dynamics software on regional and district level.

#### Administrative

* Provide support to Sr. Manager Operations in ensuring that monthly, quarterly and annual reports are accurately and timely prepared for internal dissemination and submission to donors, Marie Stopes International and/or MSS offices in accordance with given guidelines and requirements.
* Provide support to Sr. Manager Operations for documenting, preparing and arranging logistics for annual activities, mid-term reviews and end of the project reviews by donors and their representatives.
* Approve recommendations for promotions, separation etc. for team members in keeping with organization’s policies and guidelines and with coordination of Sr. Manager Operations and HR
* Ensure field medical & contraceptive supplies, equipment, IEC, stationary and related requirements are promptly fulfilled

#### Monitoring

#### Monitoring the project activities through internal audits, clinic-scans and personally visiting the sites.

* Facilitating the internal and external auditors and ensuring timely implementation of corrective and preventive actions.
* **Worked as Social Organizer / M&E Officer in Sarhad Rural Support Program (SRSP) under BADP-II Planning & Development Dept Govt of NWFP . (May 2007 to Oct 2008)**

**Responsibilities:**

* Managing and facilitating of overall social mobilisation process i.e. conducting base line surveys, identification of poor households at village level, formation of community organisation, need identification of community through dialogues, implementation of development packages and Networking of the community organisations.
* Preparation of Micro plans and village development plans (VDP)
* Facilitation of the coordination mechanism of different stakeholders at the regional level
* Preparation of Proposals for community organizations and monthly / quarterly reporting
* Presentation of Social Organization Unit (SOU) in the meeting with donors, govt. and NGOs
* **Worked as Computer Programmer in Barani Area Development Project (The Project of ADB, IFAD & Govt of KP) P&D Department Govt of KP DIU Haripur Pak (Feb, 2004 April, 2007)**

**Responsibilities:**

* Responsible for system development efforts from initial planning through implementation, determines system functional requirements, produces accurate development plans and projects completions schedules.
* To manage/troubleshoot the desktops, laptops, printers, scanners, UPS and other small system devices present in the Network.
* To manage/troubleshoot the operating systems and standard office productivity suites or applications installed at clients desktops or laptops. msoB1E5
* To maintain and trouble shoot website and network system of the project.
* To work with MS Windows and MS Office environment i.e. MS Word, MS Excel, MS Power Point, MS Access and trouble shooting.
* Managing an internal and external communication and information system.
* Complete command on Internet using that is email communication, browsing, surfing, messenger services etc. Send and receive email messages including encoding and decoding of messages and printing hard copies of messages and filing proper files.
* Prepare and maintain Database of the company.

**TRAINING & WORKSHOPS:**

* + Orientation training conducted and organized Marie Stopes Society MSS at Karachi

(Nov 11, 2009 to Nov 28, 2009)

* + Training on Monitoring & Evaluation and Gender Studies conducted and organized by BADP-II & Forest Department at Abbottabad (19 -- 23 June 2007)
  + Leadership & Management Skill training SRSP Under BADP-II ( Jun 3 to June 9, 2008 )
* Training on Understanding leadership , motivation ,team building and management ( Dec 3, 2010)
* Training on Medical Refresher ,RH ,FP,STI, MSS Policies and Role of Manager in implementation of MSS Services ( April 15, 2014 )
* Computer Training using Linux Operating System (Red Hat), PHP and MY SQL from Pakistan Software Export Board (PSEB) Ministry of Information Technology Govt of Pakistan at FAST “ University of Information Technology Peshawar ( June 9 to June ,2005 )
* Training in Oracle (Developer Track) from **AMIGO COMPUTERS (**Software/Web development and training organisation) Peshawar Pakistan. (April ‘2002 to October ‘2002)
* IT training on ( Network, Active Directory , Dynamic AX, Forti Client at Support Office Karachi ( July 7 to July 10 2015 )

**COMPUTER HANDINESS**

* MS Office , Computer Trouble Shooting/Installation, Networking

**FLUENCY IN LANGUAGES:**

**1.** Urdu **2.** English **3.** Pushto **4.** Hindko

**PERSONAL**

Father Name : Manzoor Elahi

N.I.C.No :17301-3494231-5

D.O.B : 11/02/1970

Marital Status : Married

Religion : Islam

Domicile : Haripur (KPK)

Nationality : Pakistani