

# **ADNAN ALI**

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## **Executive Summary:**

Seasoned Program and Operations professional with over three years of diverse experience with different international and Govt Institutions including USAID, MCGL, Momentum, UNFPA and UN umbrella. Strong grip on project implementation, Liaisoning, emergency program management, operations, budget management, and event planning. Skilled at multitasking, problem solving, and developing successful relationships with stakeholders (Department of Health and PWD). Organized more than 30+ trainings, (DHIS 2, MISP, CLMIS, CMR, KMC, BEmONC) Highly organized professional with a strong commitment and dedication to continuous learning.

### **1. Designation: Program Assistant**

**Momentum (USAID), July 2023 - Till Date,**

**JHPIEGO Corporation, Johns Hopkins University Affiliate**

- Worked as provincial program coordinator from October 2023.
- Organized DHIS-2 training for health facility personnel across the entire Hangu district. In two separate batches and trained a total of 50 participants and initiated support for health facilities by providing IT equipment and quantifying stationery needs for all health facilities in Hangu.
- Identified the errors and issues in DHIS-2 reporting (Missing section of above 25 years in FP/PPFP register, referral mechanism, age segregation in counselling) and promptly reported that issues to DHIS cell and MCH/RH section and they were successfully resolved thereafter.
- Facilitated procurement of DHIS-2 stationary recording and reporting tools. Recording tools (ANC Card, CRP Register, Daily Bed Statement Register, Daily Medicine Expense Register, Family Planning Register, Indoor Abstract form, Indoor Patient Register, Laboratory Register, Maternal Health Register, Obstetrics Register, OPD Abstract Form, OPD Register, OPD Ticket, OT Register,

Radiology Register and Stock Register for Medicine-Supplies). Reporting tools (BHU form, Cat-A form, Cat-B form, Cat-C form, Cat-D form, RHC form).

- successfully established coordination with the Health Directorate, engaging key personnel including (DG health Dr Shaukat Ali, ADG Health Services Dr Shahid Yunis, ADG M&E Dr Abid Hussain, Director Public Health Irshad Roghani, Director MCH/RH Dr Khizar Hayat, Director DHIS Dr Saleem and Director Admin Dr Mubashir) and with Population Welfare Department.
- Received a facilitation document to ensure the continuation of program activities after the expiration of the MOU period.
- Prepared a work plan for the remaining period of the program.
- Prepared a disposition and sustainability plan for the Momentum program.
- Organized quarterly progress review and consultative meetings with the health directorate and PWD and prepared their reports.
- Initiated and facilitated monitoring visits by high-ranked government officials to the area of interventions.
- Organized various training sessions for service providers in the districts of Kohat and Hangu.
- Provided support for finance in processing payments and other support for the smooth execution of program implementation.
- Provided support to the operations and procurement section in adjusting procurement according to the program's available budget.
- Maintained program activities documentation in both hard and soft forms at the office and the focal point.
- Providing comprehensive support to the overall program implementation.
- Liaising with all relevant departments to foster collaboration.

I am dedicated to maintaining a seamless workflow and playing a vital role in supporting program activities and ensuring that administrative processes are executed smoothly. Through meticulous documentation, budget management, and collaboration with stakeholders, I contribute to the successful execution of our programs and events.

## **2. Designation: Program Assistant**

**Flood Response & Humanitarian (UNFPA), January 2021- July 2023**

**MCH/RH Health Directorate KP,**

- Collected monthly data from 10 Districts, 44 health facilities against 11 indicators.
- Conducted regular data collection.
- Conducted regular data analysis and validation.
- Prepared monthly reports.

- Provided support in project implementation.
- Facilitated training sessions/workshops.
- Provided administrative support.
- Managed program calendars.
- Coordinated events.
- Maintained program records.
- Prepared program materials
- Coordinated program logistics.

### **3. Eight years work experience in pharmacy industry, 2013-2021**

#### **SKILLS:**

- Liaisoning
- Coordination
- Technical Support
- Monitoring
- Reporting
- Data Management

#### **EDUCATION:**

- ❖ B-Pharmacy, Premier Institute of Management Sciences, 2023
- ❖ M.sc, Econometrics/Statistics (social science) University of Peshawar, 2011.
- ❖ B.A, Statistics Govt College Peshawar, 2009.
- ❖ F.A, Govt College Peshawar, 2006.
- ❖ Metric (Science) BISE Peshawar, 2004.

#### **CERTIFICATES:**

- ❖ Office Automation, MS Office 2007.
- ❖ MIS, Minimum Initial Service Package 2023.
- ❖ CLMIS, Contraceptive Logistics Management Information System 2023.
- ❖ DHIS 2, District Health Information System 2023.

#### **COMMUNICATION SKILLS:**

- ❖ English
- ❖ Urdu
- ❖ Pashto
- ❖ Farsi

**ADDRESS:**

Present Address: Usmania colony Bashir Abad Peshawar.

Permanent Address: Turangzai Charsadda.

**REFERENCES:**

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