



Adnan Khaliq

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25000 Peshawar (Pakistan)

WORK EXPERIENCE

Information Management & Reporting Officer Cum CEA Officer

Pakistan Red Crescent Society (PRCS) [19 Jul 2020 – Current]

City: Peshawar

Country: Pakistan

Website: www.prcs.org.pk

Email address: info@prcs.org.pk

Name of unit or department: Quality Assurance, Norwegian Health & WASH Project in Tribal Districts -

Business or sector: Information and communication

- Data collection and assessment in field, identify area of improvements in an ongoing project.
- Develop Plan of Action (POA), Design a project implementation plan to utilize allocated budget in an allocated time frame effectively and efficiently.
- Responsible to establish and feedback and complaint mechanism to ensure transparent service delivery in field.
- Ensure community engagement through using local community volunteers in field.
- Review Weekly and monthly progress report on monitoring tools to measure progress.
- Analyze changes and patterns data and performance reports in order to make recommendations to project staff.
- Ensure regular monitoring visits to ensure project is on track.
- Submission of monthly work plan and progress reports.
- Assisting Manager and Supervisors
- Assist food distribution in coordination with government, CSO's, board members and local government representatives to the Covid-19 response.
- Support distribution of PPE's and safe delivery kits to Government Hospitals in coordination with DHO of the respective district under Covid 19 response with the Norwegian red cross support.
- Support programme officer in field related activities of Covid-19 Response

Field Monitor

Foundation for Rural Development [1 Oct 2015 – 31 Dec 2019]

City: Peshawar


Country: Pakistan

Website: www.frd.org.pk

Email address: azmat@frd.org.pk

Name of unit or department: Quality Assurance, UNICEF Third Party Monitoring

- Data collection and assessment
- Weekly and monthly progress report on monitoring tool.
- Liaison with donors and Government Line Agencies.

- Sharing services gap assessment reports all major stakeholders to deliver municipal services in project intervention areas.
- Delivering training for sensitizing government line agencies on service delivery
- Submission of monthly work plan and progress reports.
- Ensure to follow approach LIFO & FIFO approach during the monitoring of Warehouse of UNICEF with the Government IHP project. Responsible of reporting Best before and near to expiry items and recommend to shift them according to need.  Responsible for communication & coordination with stakeholders or the related matters of project i.e. Government, INGO's & CSO's.
- Contrarily to other activities responsible to give support in Data management, compilation of data, support data analysis and preparation of reports (Measuring targets, performance and in accordance with Project Document and Log frame.

Repatriation Assistant

UNHCR [1 Sep 2016 – 30 Nov 2017]

City: Peshawar

Country: Pakistan

Website: www.unhcr.org

Email address: sbano@unhcr.org

Name of unit or department: Afghan Refugees Repatriation (Part Time Job) - **Business or sector:** Administrative and support service activities

- Verification of refugees
- IRIS process
- Develop VRF forms
- Validation of the information

Programme Assistant / Technical Supervisor

UNWFP [1 Mar 2015 – 30 Sep 2015]

City: Bannu

Country: Pakistan

Website: www.wfp.org

Email address: irum@wfp.org

Name of unit or department: Cash Impact Study - **Business or sector:** Information and communication

- Provide technical support to VAM unit IP's.
- Regular reporting on field issues
- Monitoring of field activities for the effective completion of project.
- Preparing monitoring tools for monitoring purpose of IP's
- Provide technical support in terms of planning and OJT, refreshers etc
- Perform accurate, timely recording of data within the specific technical area of work (e.g. food security and vulnerability assessments) following corporate standards and guidelines for programme activities of VAM section and relief.
- Monitor CASH impact study of Orakzai TDP's cash grants given by WFP. Provide general office support to assessment under VAM and established targets and WFP's procedures

Monitoring & Accountability Supervisor

International Rescue Committee IRC [1 May 2013 – 30 Mar 2015]

City: Peshawar

Website: www.rescue.org

Email address: hr@resuce.org

Name of unit or department: IDPs Vulnerability Assessment

- Support Sr Team lead in developing IVAP Monitoring strategy and monitoring tools (including monitoring and re-verification components)
- In coordination with Senior Team Leader Monitoring and Accountability, ensure weekly monitoring visits of survey teams filling proper monitoring tools.
- Check proper surveying methodology and questioning procedures against the IVAP SOPs in the field.
- Report all gaps found in supervision, planning and leading field activity by supervisor.
- Report violations of the IVAP SOPs for data collection and team management to the Senior Team Leader Monitoring and Accountability.
- Developing monitoring tool & assisting team leader in developing field plans and compiling other districts monitoring reports.

Monitoring Officer

International Rescue Committee IRC [1 May 2012 – 21 Apr 2013]

City: Peshawar

Country: Pakistan

Website: www.rescue.org

Email address: hr@resuce.org

- Monitoring of IVAP multi-cluster Surveys
- Spot Checks & PDA Checks to ensure data quality
- Setting performance questions to achieve development goals .
- Assist Sr TL measuring progress towards achieving planned results.

Data Entry Operator/ Surveyor

International Rescue Committee IRC [1 Jan 2012 – 31 Mar 2012]

City: Peshawar

Country: Pakistan

Website: www.rescue.org

- Update core information through calling all IVAP profiled IDP's & ensure all information is updated in the database from each household showing no partiality.
- Assist Database Officers in cleaning record through calling IDP families and verifying certain information.
- Need based collection of cluster specific information using electronic gadgets.
- Field surveys to profile IDP's on management need.

Hygiene Promoter Cum Admin Assistant

HRDS [1 Jun 2011 – 19 Feb 2012]

City: Peshawar

Country: Pakistan

Name of unit or department: IDPs Jalozai Camp Operations

- Maintain Leave Record Register.
- Daily Checking Staff Signature on Attendance Register.
- Supervision and Monitoring of Supporting Staff.
- Timely reporting of wear tear and maintenance of general office equipment's
- Supervision of drivers and checking their Log books on daily basis.
- Maintain proper employee file of each staff member.)

Field Monitoring Officer

Swat Elementary Education Program [1 Jan 2009 – 20 May 2010]

City: Swat

Country: Pakistan

Name of unit or department: IDPs Emergency Response

- Sharing services gap assessment reports of all major stakeholders to deliver basic services in rural areas for poor and marginalized communities .
- Conduct monitoring visits in defined areas and identify Gaps during implementation of the Projects and to make suggestions and recommendations.
- Attending Cluster meetings, identifications of Project implementation gaps and to affix target for upcoming quarter.
- Field survey to highlight gaps in the implementation of the project.
- Work as focal person for field implementation for partners and agencies.

Monitoring Officer

Social Mobilization Unit [7 Jan 2009 – 19 Sep 2010]

City: Peshawar

Country: Pakistan

Name of unit or department: SWAT IDP Rehabilitation Support

- Sharing services gap assessment reports of all major stakeholders to deliver basic services in rural areas for poor and marginalized communities.
- Conduct monitoring visits in defined areas and identify Gaps during implementation of the Projects and to make suggestions and recommendations.
- Attending Cluster meetings, identifications of Project implementation gaps and to affix target for upcoming quarter.
- Field survey to highlight gaps in the implementation of the project.
- Work as focal person for field implementation for partners and agencies.

EDUCATION AND TRAINING

Masters in Development Studies (MSc Development Studies)

Institution of Management Sciences [1 Jan 2011 – 18 Dec 2013]

City: Peshawar

Country: Pakistan

Website: www.ims.edu.pk

Field(s) of study: Social sciences, journalism and information: *Social sciences, journalism and information not further defined*

Final grade: 3 GPA

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1

SPOKEN INTERACTION C1

Punjabi

LISTENING C1 READING B2 WRITING B2

SPOKEN PRODUCTION B2

SPOKEN INTERACTION B2

Pushto

LISTENING C1 READING B2 WRITING B1

SPOKEN PRODUCTION C1

SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel / Microsoft Office / Zoom / Microsoft Word / Microsoft Powerpoint / Microsoft Team / Data Management

Team Player