

AHAD NAWAZ KHAN

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Professional Summary

Program professional with over 3 years of experience in Program office within fast-paced environment. Possess solid expertise in planning, implementing, and executing strategies, which resulted in greater organizational confidence and strengthened business results. A culturally aware professional strategist, within forward thinking, envisage opportunities, manage change, and build consensus across multiple organizational levels. Diplomatic, personable and adept at managing sensitive situations. Highly organized, self-motivated and proficient with computer. Worked in both short and long-term projects, meeting though deadlines under pressure.

Key Account Handling Exposure

WB	World Bank
ASI	Adam Smith International
USAID	United States Agency for International Development
UNICEF	United Nations International Children's Emergency Fund
PHCIP	Punjab Human Capital Investment Project
TCF	The Citizen Foundation
UN WOMEN	United Nations Entity for Gender Equality and Empowerment of Women
DAFPAK	Delivering Accelerated Family Planning in Pakistan

Practical Experience

VTT Global (Pvt.) Ltd. – Islamabad, Pakistan

Associate Project Manager

November 2023 – Till date

Responsibilities:

- Assist in developing and maintaining project plans, schedules, and timelines.
- Facilitate coordination and communication among various teams and departments.
- Manage resources effectively to ensure project adherence to budget and schedule.
- Monitor project deliverables for quality assurance and compliance with standards.
- Identify and mitigate potential risks to the project's success.
- Maintain comprehensive project documentation, including reports and tracking systems.
- Manage stakeholder relationships to meet their needs and project objectives.
- Resolve issues and conflicts that arise during the project lifecycle.
- Support senior project managers in administrative and management tasks.
- Contribute to the refinement of project management processes and methodologies.

Project Implementation Associate

March 2022- October 2023

Responsibilities:

- Assist Manager Operations and Manager M&E in planning, implementation, and determine the program/project requirements.
- Integrating project activities, keeping eye on project milestones, workplan and deliverables.
- Coordinate and manage various implementation plan components.

- Traffic internal and external communications.
- Visiting project locations to ensure quality assurance protocols and monitoring of field staff.
- Visits to ensure the scheduling and selection of respondents are compliant with project theme during qualitative research [Key Informant Interviews (KIIs), Focus Group Discussion (FGDs), In-depth Interviews (IDIs)] and quantitative research [Computer-Assisted Personal Interview (CAPI) and Pen-and-Paper Personal Interview (PAPI)].
- Perform data validation and cleaning under the set project timelines.
- Evaluate field staff performance to gauge where skills are lacking.
- Work cross-functionally within the organization to keep project deadlines on point.
- Performing implementation planning and setup activities for projects.
- Liaising with management and stakeholders on project details and deadlines.
- Ensuring that all project and implementation related documents are up to date.
- Perform other operations and administrative duties as assigned.

Business Operations Coordinator

June 2020- Feb 2022

Responsibilities:

- Frequent communication with Project Manager, on progress with respect to service request.
- Supervision of the Field Team with individual work plans and performance monitoring.
- Identify bottlenecks and operational solutions to operational obstacles.
- Ensure efficient human resource management and allocation.
- Planning for day-to-day operational effectiveness in conjunction with the relevant Project Manager.
- Coordination with relevant stakeholders for smooth and uninterrupted field operations.
- Making schedules for project activities listed in the project workplan to ensure all activities completed on time.
- Compiling and maintaining project reports and minutes of meetings.
- Participating in field visits to monitor and evaluate the progress of project activities.
- Any other task assigned by Project Manager to achieve the project objective.

Project Based Positions at VTT Global (Pvt.) Ltd

- **UNICEF**, Outcome Evaluation of Community Liaison Cell (CLC) – Water and Sanitation Services Peshawar (WSSP), **Project Manager**
- **Integrity Global**, Six months validation (DAFPAK), **Project Implementation Lead**
- **Integrity Global**, Annual Household Survey (DAFPAK), **Project Implementation Lead**
- **UN WOMEN**, Business environment and market profile assessment to identify the skills and technical gap requirements of women workers and women-owned businesses in the selected districts of Pakistan, **Project Implementation Lead**
- **Government of Punjab**, Punjab Human Capital Investment Project, **Data and Reporting Manager**
- **UNICEF**, Study on School Dropout in Balochistan, **Project Implementation Lead**
- **World Bank**, Global Education Policy Dashboard 2022-23, **Assistant Project Manager**
- **World Bank**, Scaling up Investments in the Education of Girls with Disabilities in Pakistan 2022, **Assistant Project Manager**
- **Integrity Global**, Multi Year Humanitarian Programme (Monitoring Component) 2022, **Data Analyst Monitoring**
- **Integrity Global**, Multi Year Humanitarian Programme (Evaluation Component) 2022, **Data Analyst Evaluation**
- **Adam Smith International**, Annual HH Survey for Assessment of OOSC in KP 2021, **Project Coordinator**

Focus Areas

Areas	Project Name
WASH	<ul style="list-style-type: none"> • Multi Year Humanitarian Programme (2022) • Outcome Evaluation of Community Liaison Cell (CLC) – Water and Sanitation Services Peshawar (WSSP)
Child Protection	<ul style="list-style-type: none"> • Annual HH Survey for Assessment of OOSC in KP 2021 • Study on School Dropout in Balochistan
Food Insecurity	Multi Year Humanitarian Programme (Distribution of Food items in sample Districts)
Monitoring & Evaluation	Multi Year Humanitarian Programme (2022)
Research Study Children with Disability	Scaling up Investments in the Education of Girls with Disabilities in Pakistan
Human Development	<ul style="list-style-type: none"> • Business environment and market profile assessment to identify the skills and technical gap requirements of women workers and women-owned businesses in the selected districts of Pakistan, UN WOMEN • Punjab Human Capital Investment Project
Health and Education	<ul style="list-style-type: none"> • Multi Year Humanitarian Programme (2021) • Scaling up Investments in the Education of Girls with Disabilities in Pakistan • Annual HH Survey for Assessment of OOSC in KP 2021 • Global Education Policy Dashboard

European Union Election Observation Mission 2018 UN-IOM Operations Expert Assistant

July 2018-Jan 2019

Responsibilities:

- Arrangements for all the meetings with the Government officials, social activists and local administration.
- Providing logistical support for seminars, press conferences, meetings, workshops, trainings etc.
- Coordination with the field vehicles as well as the back-up vehicles.
- Reviewing the Log books regularly to ensure transparency and to ensure the movement of vehicles is according to rules.
- Arrangements to hotel reservations and flight tickets for the Observing teams.
- In case of emergency respond immediately.

- Organizing and coordinating with the Government offices all protocol and logistical arrangements during the course of the conference, particularly with regard to registration of delegates, liaison with delegations and the organizing committee of the designated region.
- Other tasks assigned by Operation Expert and Project Manager.
- Conduct meeting with all drivers to assess working conditions to enhance productivity and seek ways and means of motivating staff morals.
- Set up a documentation system to maintain information related to all the issues regarding maintenances, repairs and service of fleet of vehicles, motorcycles and power generators.

Certification

- **TEACH ECE MASTER TRAINER AND OBSERVER**
World Bank Group Education-Islamabad, Pakistan (September 07, 2022)

- **AIM ECD MASTER TRAINER**

Education

MS Project Management	Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology, Islamabad	2022
BS in Political Science	Quaid-i-Azam University, Islamabad	2019

Honors and Achievements

- Volunteer Blood Donor in Pakistan Thalassemia Welfare Society
- Member of National Youth Parliament Assembly 2018.
- Vice President of Dream Pakistan 2018-19.
- Ambassador Progressive Youth Society of Pakistan 2018-19
- Elected Core Committee Member of Departmental Society of School of Politics and International Relations, Quaid-i-Azam University Islamabad (2018-19).
- Elected Representative at DSA Quaid-i-Azam University (2018-19)

Languages

- Local: Pashto (Speak/Read/Write)
- National: Urdu (Speak/Read/Write)
- International: English (Speak/Read/Write)

Competencies, Skills & Strengths

- **Professionalism**-Comprehensive knowledge of and exposures to professionalism with strong analytical capacity and in particular the ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situations; ability to work under extreme pressure and deadlines.
- **Commitment to Continuous Learning**-Willingness to keep abreast of new developments in the field.
- **Communications**- Sound communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
- **Planning & Organizing**-Ability to plan own work and teams, manage conflicting priorities and work under pressure of tight and conflicting deadlines.
- **Technology Awareness**-Fully proficient computer skills and knowledge of use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc.
- **Teamwork**- Sound interpersonal skills of teamwork and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Reference will be furnished on request: