

# AHSAN KHALIL BALOCH

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Karachi

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## SUMMARY

The key strength that I possess these skills for success in this position include, but are not limited to, the following:

- General knowledge about the laws of employment.
  - Excellent computer skills.
  - Documentation skills.
  - Interpersonal skills.
  - Confidence, Good organizational skills and Good listener.
  - Ability to work in situations involving stress.
  - Effective leadership qualities.
- Understanding of human behavior, Good analytical skills and Motivational skills.

## Personal profile:

- Father's name: - Khalil Ahmed
- Date of Birth: 16/05/1990
- CNIC: - 42201-2893166-9
- Nationality: - Pakistani

## QUALIFICATIONS

Name of the Institution / University	Degree/Certificate	Specialization	Year of passing
The Indus Hospital	Clinical Operation Management	Health Care Management	2024
Shah Abdul Latif (SALU) University Khairpur	M.A	Sociology	2017-2020
Dadabhoy Institute of Higher Education	B.Com	Commerce	2014-2016
B.I.S.E, Karachi	Intermediate	Commerce	2010-2012

## Career History/Career Profile

**Deputy Manager –Health Services from 1 Jun 2023 to Continue**

### **Alkhidmat Foundation (Health Department)**

#### **Job Responsibilities and duties;**

- Overall departmental leadership and supervision.
- Continuous assessment and improvement of healthcare services in both Upper and Lower Sindh.
- Strategic planning and development for the healthcare facilities and services.
- Collaboration with relevant stakeholders to enhance healthcare outreach.
- Monitoring, Coordinating, Performance Evaluation, and Feedback for district teams.
- Ensuring compliance with healthcare regulations and standards.
- Responsible for planning marketing strategies for healthcare services.
- Coordinating with the Resource Mobilization Department to facilitate fundraising efforts for health projects and initiatives.
- Risk management and emergency response planning.
- Budgeting and cost management.
- Facilitating training and development programs for healthcare staff.
- Implementing quality control measures for healthcare services.
- Ensuring the financial sustainability of medical facilities and projects.
- Human resource planning within the healthcare department.
- Data analysis and reporting to the central office for informed decision-making.

**Program Officer (Primary Care Program) From 1 Jun 2021 to Jan 2023**

### **The Indus Hospital & Health Network (Community Health Directorate) Primary Health Care Program.**

#### **Job Responsibilities and duties;**

- Report the status of the quality levels of staff, systems, and production activities. (Patient load per site, loss to follow-ups, online record systems functionality, training, infection control, workload analysis, lab functionality, supplies, etc.)
- Support the line manager in coordinating operations across project intervention areas.
- Conduct routine field visits to ensure protocols and procedures are being fully adhered to.
- Review Integration SOPs and ensure they are followed across all sites.
- Supervise and participate in M&E activities as and when needed.
- Assist in preparing reports for all relevant stakeholders.
- Plan training events in collaboration with the respective teams.
- Liaise with technical teams dispatched to sites, as and when needed.
- Ensure documentation is maintained as per donor requirements.
- Assist the PIs and Program Managers in conducting fieldwork, coordination, and managing the data collection process.
- Assist the Program Manager in project management tasks and coordination in the field

➤ **Clinical Quality Assurance Officer**

**from 1 Aug 2019 to 30 Mar 2021**

**The Indus Hospital & Health Network (Global Health Directorate)**

**Job Responsibilities and duties;**

- Plan, propose document, audit, and oversee the execution of internal clinical & non-clinical quality assurance processes by senior management decisions.
- Report the status of the quality levels of staff, systems, and production activities. (Patient load per site, loss to follow-ups, online record systems functionality, training, infection control, workload analysis, lab functionality, supplies, etc.)
- Ensure all clinical & non-clinical processes, and management of MDR-TB patients & MDR-TB patient data are followed by guidelines assigned by management.
- Coordinate with the clinical team to maintain the quality of clinical care of patients at the clinic.
- Maintain a professional attitude at all times. Any complaints with staff need to be reported immediately to the Clinical QA Coordinator or Associate Director.

➤ **Site Supervisor**

**from 11 May 2017 to 30 July 2019**

**The Indus Hospital & Health Network (Global Health Directorate)**

**Job Responsibilities and duties;**

- Develop and supervise a team of care workers to provide care to patients. Ensuring smooth running and implementation of field activities.
- Set Field plan daily Basis and sends Community Health Workers to the field. Guide and lead Community Health Workers during all stages of the project cycle.
- Supervising regular data collection. Analyzing and discussing findings based on regular monitoring data.

Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and facilitate conducting interviews

## **Social Mobilizer (S.M) From 1 Aug 2013 to 10 May 2019**

### **Sidat Hyder Murshed Associates**

#### **Project on PEI and EPI in Collaboration with UNICEF Pakistan. Job Responsibilities and duties;**

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Conduct initial and ongoing listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Ensure, through Medical Officer in Charge (UCMO), that routine immunization services are made available to cover the high risk groups. Implementation & Monitoring (Mapping).
- List congregations that require interventions and mobilize leaders in co-ordination with UCMO.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Monitor effectiveness of SMs and the activities conducted by him/her
- Ensure orientation of Religious and Community leaders at the UC- level.

## **Computer Skills**

- **LAN Administration:** Windows 2000 Server, Window xp.
- **Operating Systems:** Windows 2000/NT/XP, Windows 98/95, Windows-7
- **Software:** Microsoft print, notepad, WordPad, Adobe Photoshop, Lotus Notes, Networking browsing, cc: Mail, Multiple Windows Communications Applications.
- **Productivity Software:** Microsoft Office Suite including Word, Excel, PowerPoint, Access.
- **Hardware:** changing of devices, adding of devices.

### References:

Jinsar Ali Shah (Program Manager Indus Hospital) : 0335-0134383  
Dr Berzally (Clinical operations Officer Indus Hospital) : 0306-2060708