Aimal Khan

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Contact No: Mob: 03329396501

**Objective:** To join a prestigious organization that works in an intensive professional manner and offers tremendous career growth opportunities and to pursue my knowledge and skills for excellent career development with affording an enabling and supportive environment where I can use my personal skills for the growth of the organization.

**AREAS OF STRENGTHS & SKILLS**

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* Data collection and Analyzing
* Report Writing
* Responsible for district data to present at the district level meeting with DC.
* Third party monitoring
* Monitoring & Evaluation
* Responsible for coordination with district health staff
* Report writing skills
* Recommendation & Suggestions
* Managing the expenses of the teams
* MS office familiarity
* ERP system familiarity
* Data collection
* Knowledge and experience of documentation & reporting standards
* Strong organizational and analytical skills
* Positive attitude and ability to multitask and deal with stressful situations.
* Ability to adapt within the working environment.
* Ability to work as part of a team.
* Coordination skills
* Hospital management

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACHIEVEMENTS/AWARDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Got Performance Appraisal Certificate on exemplary work in PEI Programmed from Federal M&E UNICEF- National Emergency Operation Center (NEOC).

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* Community Engagement for Social and Behavior Change

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# Employer: MicroMerger (Pvt.Ltd)

# Client: FDI

# Period: 23 Oct, 2023 to 29 Feb, 2024

# Position: Independent Program Monitor (District- North Waziristan)

# Job description:

* + - Conduct regular field visits as per approved travel plan.
    - Visit each target UC and Hospitals/CD/BHU at North Waziristan and collect data from field during field monitoring.
    - Follow the checklists and share the data and reports with MnRO as per standard format and according to agreed timeline.
    - Arrange video and audio recording of key events in the field, evidence of development interventions, gaps/issues in the program activities.
    - Report critical issues from the field on daily basis as well as debrief the respective EPI Coordinator and DHO on these issues.
    - Independent Program Monitors to act in accordance with highest standards of ethics and code of conduct.
    - Document lesson learned or any good practice and shared with PC and MnRO.
    - Independent Program Monitors are not permitted to take any corrective measures or to interfere in the additions of any monitoring findings or take any action.
    - Follow HR and Company policies as per the SoPs.
    - Any other tasks assigned by PC or MnRO. on these issues

# Employer: Sarhad Rural Support Programme (SRSP)

# Client: Mari Petroleum Company (MPCL)

* **Period: 6 Feb, 2023 to Sep**
* **Position: Data and Documentation Officer (District- North Waziristan)**
* **Job description:**
* Ensure Documentation Integrity
* Control access to documents
* Develop activity reports of project related activities
* To do the documentation and filling of all the project interventions
* To assist project manager in drafting monthly report and developing weekly reports
* Develop / adopt database of project
* Conduct regular monitoring visits to the field and to the hospitals and submits the monitoring report with recommendation.
* Collect work plan, activity reports, project related documents, pictures/video clips on a regular basis to measure achievement against the performance indicators.
* Perform other duties as may be assigned by the team Leader.

# Employer: MicroMerger (Pvt.Ltd)

# Client: UNICEF

# Period: 1st May, 2018 to 31st Oct 2022.

# Position: Third Party Field Monitor (District- North Waziristan)

# Job description:

* **Monitor Pre-Campaign Activities.**
* Monitor team training,
* Monitor AIC training.
* Micro plan revalidation,
* Attending UPEC meeting.
* Attending DPEC meeting (Meeting with DC, DHO and DPO)
* **Monitor Intra-Campaign Activities.**
* Monitor 3 vaccinating teams and taken 3 clusters of 21 houses per day.
* Attending evening meeting at UC level, Tehsil level and District level (with DC, DHO and DPO)

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* Verification of routine vaccinated children.
* **Review Meeting**
* Prepare presentation for review meeting.
* Presenting over all activities of Pre, Intra and Post in review meeting.
* **Monitor Post-Campaign Activities.**
* Verification of still NA with SM. Verification of unregistered children,
* Verification of unregistered houses and household.
* Monitor Heath Camp Activities.
* Verification of vaccinated opv children,

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# Monitored Districts:

# District Islamabad

# District Gujranwala

# District Kasor

# District Attock

# District Upper Kohistan

# District Torghar

# District Peshawar

# District Lakki

# FR Bannu

# District Swat

# District North Waziristan (Tehsil Mirali, Tehsil Spinwam, Tehsil Shewa, Tehsil Miranshah, Tehsil Ghulam Khan, Tehsil Datta Khel, Tehsil Dossali, Tehsil Garyum and Tehsil Razmak.

# Employer: EYCON (Pvt. Ltd)

# Donor: UNICEF

# Period: 21 January 2016—30 April 2018.

# Position: Third Party Field Monitor- (District- North Waziristan)

# Job description:

* **Monitor Pre-Campaign Activities.**
* Monitor team training,
* Monitor AIC training.
* Micro plan revalidation,
* Attending UPEC meeting.
* Attending DPEC meeting (Meeting with DC, DHO and DPO)
* **Monitor Intra-Campaign Activities.**
* Monitor 3 vaccinating teams and taken 3 clusters of 21 houses per day.
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* Verification of unregistered houses and household.
* Monitor Heath Camp Activities.
* Verification of vaccinated opv children,

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# Monitored District:

* **District North Waziristan**
* **FR Bannu**

# Employer: Microglobe (Pvt. Ltd)

# Period: 1 March 2014—30 September 2015.

# Position: Assistant Accountant - (District- Peshawar)

# Job description:

* Petty cash management
* Making pay slip of unpaid invoices
* Checking invoices price with price list
* Ask for credit note in case of overcharging items
* Make purchase order list
* Any other task assigned by the Management.

# Employer: PPPC (Pvt. Ltd)

# Period: 1 April 2013—31 December 2013.

# Position: Assistant Accountant - (District- Peshawar)

# Job description:

* Managing of daily expenses
* Petty cash management
* Paid salaries expense
* Managing bank deposit and withdrawal
* Any other task assigned by the Management.

# ACADEMICS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Institute: Iqra University Peshawar

# Degree: BBA (Hons)

# Session: 2008-2012

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# Institute: Microsoft Computer Institute & English Language Peshawar.

# Deploma: English Language

# Session: 2008-2009

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COMPUTER SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Microsoft Word

# Microsoft Excel

# Microsoft PowerPoint (Creating Presentations)

# Internet and Email

**LANGUAGES\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# English

# Urdu and

# Pashtu

# Farsi

# REFERENCES

**Khalil Ullah**

# Provincial Field Coordinator, MicroMerger (Pvt.Ltd)

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