

CURRICULUM VITAE

ASIF ALI

OBJECTIVE

Looking for a position in organization where I can use my skills in the best possible way for achieving the organizations goals and always looking to learn new things by enhancing knowledge/qualification in new dimensions of work.

EDUCATION

2016  **SHAH ABDUL LATIF UNIVERSITY KHAIRPUR**
B.Com (Hons)

EXPERIENCE


INTENSIFIED INTEGRATED FIELD MONITOR (IIFM) Worked With Micro Merger Pvt Ltd Funded UNICEF at Hyderabad from Dec 2023 to February 2024.


Job Responsibility

- Conduct frequent field visits following the approved travel plan, dedicating Approximately, 90% of working time to field activities.
- Collaborate closely with the Provincial Field Coordinator to oversee and execute field monitoring tasks related to the EPI Programmer.
- Operate within the specified geographic area, but be prepared to work in any district within the province as required.
- Adhere rigorously to checklists developed in coordination with the Technical Working Group (TWG). Provide daily reports (or as per TWG agreement) to the Monitoring & Reporting Officer and Provincial Coordinator, in line with the predetermined reporting and field visit schedule.
- Primary responsibility involves completing checklists accurately, sharing them with relevant program personnel for review, and ensuring proper follow-up. Additionally, record video and audio snippets of significant events, development initiatives, program gaps, and stakeholder perspectives.
- Ensure all collected data is promptly submitted to the Provincial Coordinator (PC) and Monitoring & Reporting Officer (MNRO) within the office. Personal data backups are prohibited, and any unauthorized data transmission or theft will be treated as a breach of cybercrime regulations.
- Uphold a strong commitment to ethical conduct and code of conduct standards, While adhering to the checklist, Field Monitors should avoid involvement in financial checks or transactions conducted by the Implementing Partner. Exercise restraint from taking corrective actions or intervening in the inclusion of monitoring findings or actions that deviate from the agreement without written authorization from management.
- Document a monthly case study, lesson learned, or best practice relevant to the assigned area. Share these insights with the Provincial Coordinator and Monitoring & Reporting Officer for knowledge-sharing.
- Adhere to Micro Merger's HR policies delivered through email communications. Non-compliance may result in termination without prior notice.
- Utilize personal Android devices for data collection purposes, ensuring that the management retains the ability to audit and verify the data collected.



Contact Me

 asifbhayo118@gmail.com

 +92311-1367732 / 0321-3675086

 Maka Goth Sukkur

Personal Info

Father's Name : Dhani Bux

Date of Birth : 08/03/1993

C.N.I.C # : 45203-8524257-5

Marital Status : Married

Religion : Islam

Nationality : Pakistani

Software Skills

- MS Word
- MS Excel
- Emailing
- ODK, KBO, Online Google Form

Project Skills

- Excellent Command on Data Collecting, Entry & Analyzing
- Verification Demand BMIS Software

Competencies Skills

- Possess effective communication skills
- Ability to handle pressure and work independently
- Ability to handle multi task and handle different projects for the organization effectively.

Training / Workshop

- 1 Day Training Data Entry Contech Health International on COVID19 funded USAID (March 2022) at Larkana.
- 2 Days Training Field Monitor Flood Emergency Micro Merger Pvt Ltd funded UNICEF (Dec 2022) at Sukkur.
- 3 Days Training Child Protection Micro Merger Pvt Ltd funded UNICEF (March 2023) at Sukkur.
- 2 Days Training Case worker Micro Merger Pvt Ltd funded UNICEF (Aug 2023) at SRSO Office Sukkur.
- 2 Days Training Field Monitor Polio Program Apex Consulting Pakistan at Sukkur funded WHO.

Language Skills

- Urdu
- Sindhi
- English

Case Worker Worked with Micro Merger Pvt Ltd as funded (UNICEF) at Sukkur From March 2023 to Oct 2023

Job Responsibility:

- Administrative case Management Supervision: (Ensure Competent accountable practice) Ensure case worker team successfully implements case management, as per the Sindh case Management manual and guidance.
- Ensure planning monitoring and reporting tools are utilized and completed accordingly by the case worker team.
- Maintaining and updating spreadsheet with mapped services and focal points for service provisions in collaboration with CSOs and DCPU administration where available.
- Review case files through case file checklist on a monthly reports in a timely manner.
- Liaise with service provides, CP Partners and government stakeholders to ensure safe identification and referral of children at risk according to the Sindh Case Management Manuals and guidance.
- Ensure that case management team maintains an up-to-date service mapping for the geographical area.
- Lead inter-agency case conferences (presentation of cases and dissemination of challenges) As per the Sindh case management's guidelines.
- Lead in regular case management meetings with the case worker team (one meeting every-1, 2 weeks).
- Promote self-care and team building of case management team.

Field Monitor Worked with Micro Merger Pvt Ltd (UNICEF) at Sukkur from December 2022 to 10 February 2023.

Job Responsibility

- To Follow Monitoring Plans and Conduct Field Visit at Various Projects- Funding by UNICEF.
- To Use CAPI Tools for Data Collection Findings and Observations.
- To Follow Daily Basis Reporting Channel.
- To Take and Share Field Visit Caption with GPS and Observations & Findings.
- To Coordinate with Implement Partners (SAFCO. INDUS HOSPITAL SPO EDUCATION. CHILD PROTECTION, ACCELERATED ACTION PLAN) for Planned/Unplanned/Validate Visit.
- To Complete Field Task in Timeline Frame.
- To Maintain Traveling Paper Documentation.

Data Entry Operator Worked with USAID, JSI, and Contech International Health Consultants working at District Health Office Sukkur 25th January 2022 to 30 September 2022.

Job Responsibility

- Maintain constant liaison and communication with District Coordinator.
- IHSS-SD activity project strengthened / developed Covid-19 Vaccination Centers (CVCs) in the district and Prepare outreach vaccination Plan.
- Convert Hard Data into Online NIMS Database.
- To Follow Data Confidential Policy and Maintain to Keep all Confidential Database Record Ensure proper use of office equipment.
- Perform any other duty assigned by the project management.

Internal Field Monitor Worked with APEX Consulting Pakistan as and from 2019 to 2021 at Sukkur.

Job Responsibility

- To participate in training of Internal Field monitors and conduct field monitoring visits as per given target.
- Monitoring Teams of District where applicable To conduct visit for tracking and Validation of Government work in PCM exercise.
- Visit field teams in their respective district/village during field. Debriefing of rectifiable observation to ZFM (Zonal Field Manager) timely stream lining of the deviated protocols.
- Observe finding and document field activities (as per checklist) and share two checklists per day to provincial monitoring coordinator through email and upload on ODK.
- To monitor document, and report field activities without disturbing field work of teams.
- To record pictorial evidence of monitored activities as MOV's.
- Arrange vehicle for field visits & record financial closing through booklet.