

CurriculumVitae

Personal Details:

Ms. Asma Ali

Address: House # 01, Street# 05, Professor Colony university of Peshawar, Peshawar, Pakistan.

Contacts: 0334-9895333

E-Mail: diva.welfare.organization@gmail.com

ACADAMIC QUALIFICATION:

DEGREE	YEAR	DIVISION	BOARD
M.phil (Computer science)	2021-2022	1st	Uni of Peshawar
BS(CS) Hons (Computer science)	2006-2010	1st	IBMS agricultural uni Peshawar
F.sc	2005	1st	BISE Peshawar
SSC	2003	1st	BISE Peshawar
B.ed (Bachelor in education)	2011-2012	1st	Uni of Peshawar

Skills:

- Familiarity reporting systems of UN, of different donors, both financial and Program
- Tested management techniques with the diverse teams
- Program management and result management skills
- Proven leadership and human management skills
- Designing of Operational work plans
- Proposal and Report Writing Skills
- Budget design and monitoring
- Monitoring and Evaluation

Experience:(10 Years)

PROFESSIONAL CAREER:

Date:

January 2020- till Date

Position

program officer

Women Empowerment Organization

Curriculum Vitae

Major Responsibilities:

1. Provide technical assistance and back stopping to the Field team for implementation, monitoring, and evaluation.
2. Monthly and periodic review of the project financial, procurement planning and implementation.
3. Collaborate with the Finance/Admin and Logistics to ensure that project supplies and resources are available in a timely manner to support project implementation.
4. Timely submission of Quarterly and Annual Progress reports as per set indicators and targets of project to Donors and internally for the progress updates.
5. Coordinate and liaison with FATA secretariat, Education cluster, NGOs , district education and agency education administration ,Political Agent and other project stake holders for quality implementation and progress updates.
6. Ensure effectiveness of project activities on weekly/ monthly basis and submit weekly/ monthly,
7. Support exchange visits to share information, identify best practices and challenges and enhance collaboration and networking among partners.
8. Provide support and guidance to education staff to assist in their capacity-building activities and teachers training and mentoring
9. Regularly update and documentation on progress on Weekly, bi-monthly, achievements, bottlenecks, challenges and lesson learned.

Reference:

Ms. Meena Baber (CEO)

Cell/whats app : +923455301938

Email: wmn.empowerment@gmail.com

Date:

Position

January 2014- July 2015

Training expert at tear fund

- provide technical leadership related to livelihood project designs and development, planning implementation, and overall guidance and management of the livelihood program

Curriculum Vitae

- Provide ongoing oversight, training, and guidance to staff to ensure livelihood programming meets best practice standards and prioritizes the safety and security of beneficiaries and staff
- Provide ongoing technical support and mentorship the team
- Provide technical feedback on monthly narrative reports received from the livelihood program staff, ensuring that established program targets and objectives are met.
- Ensure all internal and external narrative reports are of good quality and completed on time, promoting good understanding about projects with donors, other sectors, partners, and communities.

Reference:

- Mr Jonathan Justin Johnson. (Country Director)
- Cell/whats app : +923482280417
- Email: jonathan.justin.johnson@gmail.com

Date:

Position

August 2015-December 2016

Gender Equity Specialist/project Officer -PADO

Duties and Responsibilities

Under the supervision of the Gender Specialist, the Project Officer is responsible for providing programmatic and administrative activities and achievement of planned project results under the Result 2 and support the implementation of communication activities.

Key Function:

Summary of Key Functions:

1. Project implementation and technical support
2. Results based monitoring and evaluation and knowledge building
3. Finance and administration
4. Communications
5. Other support

Reference:

Mr. Furqan (CEO)

Curriculum Vitae

Cell/whats app : +923339566066

Email: furqan@pado.org.pk

Date:

Position

January 2017–December 2017
Scotland

Program Manager (Megical Smiles Organization

Major Responsibilities:

Program management and development

- Oversee the day-to-day implementation of MSO in KP province.
- Develop and monitor spending plans and work plans to ensure the livelihood program is implemented according to schedule and budgets, and that program objectives and targets
- Build relationships with partners, government, other NGOs and UN agencies to establish/strengthen appropriate referral systems.
- Provide technical guidance, oversight and support in provision of quality case management services to ensure the needs of women and girls who experience violence are met on a timely and consistent manner.
- Oversee the implementation of economic and social empowerment programming for adolescent girls in line with the required standards and principles.
- Ensure monitoring and evaluation systems are in place which can be used to demonstrate project impact and inform ongoing program design.
- Lead training of team and service providers in case management, key tools and concepts, psychosocial support, clinical management of rape survivors and economic and social empowerment approaches.
- Develop resources and supervise implementation of community strategy to improve women and girls' participation and increase awareness and acceptance of safe space services.
- Support MSO implementing partners to ensure synergies between all programs and ensure the programming is in line with project aims and meet best practices and guiding principles.
- Oversee start up and running of the women's safe spaces and work to achieve sustainable and community-owned management.
- Collect, analyze and disseminate project data and information through regular assessments with women and girls for problem analysis, planning and advocacy with other stakeholders.
- In coordination with Coordinator, support integration of Clinical Care for Sexual Assault Survivors' services.

Reference:

Mr. Habib Malik (CEO)

Curriculum Vitae

Cell/whats app : +447855334444

Email: habibmalik@habibmalik.com

Date:

Position : Program Manager livelihood (RDO)

January 2018- Sep-2019

Major Responsibilities

- *Ensure proper implementation plans with partners, and Team members for regular review and reflections to steer the implementation process more consciously and logically to achieve the agreed objectives*
- *Build and strengthen relationships with relevant advisors and colleagues in KP Region and Outside on Education issues.*
- *Engagement with Federal and provincial Education ministries for favourable policies at different levels*
- *Manage the Education programme budget in line with NET and other donors' policies and procedures*
- *Develop and maintaining contacts with donors, especially their local offices*
- *Ensure proper documentation and record keeping of Education programme and non-programme matters*
- *Ensure Education programme quality and effective implementation by providing guidance to Education team*
- *Coordinate closely with trustees and advisory committee of NET for building synergies and effective Education programme delivery.*
- *Facilitate team in research around Education issues and present core findings of the research at various forums for influencing the policies regarding girls education*

Reference:

Ms. Zahid Kamal (CEO)

Cell/whats app : +923131597142

Email: kamalzahid81@gmail.com

CurriculumVitae

- One year experience as an IT lecturer at ICMS girls college Phase 1 Hayatabad

(Reference can be provided on demand)

Languages:

1. English Read, Speak and Write
2. Urdu Read, Speak and Write
3. **Pashto Read, Speak and Write**
4. **Persian Speak**