

BILAL AHMED

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Professional Summary

Self-motivated and task-oriented professional having 3 and half years of experience as Program coordinator in NUST. More than 2 years of working experience in NGOs in roles of Monitoring & Evaluation Officer, Reporting Office & Amin Assistant. These experiences provided opportunities to work on notable projects for refugees, minorities, flood affecters and educationally disadvantaged children, funded by international reputable organizations including UNHCR, UNDP and UNICEF.

Education

- 2011 – 2015 MS. Economics School of Social Sciences and Humanities NUST, Islamabad.
- 2006 – 2010 BS. Economics BUITEMS, Quetta (CGPA 3.61).
- PhD in Disaster Management & Development Studies (Course Work Complete CGPA 3.58, Research Proposal submitted and approved).

Work Experience

- **Programme Coordinator (Acting Student-Affair Coordinator) NUST Baluchistan Campus (NBC), Quetta – From July 2019 to January 2023**
 - Planning & groundwork for academic activities before start of each semester including administrative supervision, requirement of faculty/ visiting faculty, procurement of required office/classroom and Lab equipment.
 - Supervision of Academic semester as per NUST Academic statues, ensuring approved updated policies are implemented.
 - Managing and coordinating academic and extracurricular activities planned in academic calendar.
 - Coordination and support to Admin/Exam/HR & Accounts Branch in academic and non-academic matters.
 - Arrangements/Coordination for teams from NUST HQ, guest speakers, site visit.
 - Initiation and arrangement of NUST Awareness Drive.

- **Visiting Faculty NUST Baluchistan Campus (NBC), Quetta – From Feb 2020 to July 2021**

Taught Engineering Economics during two semesters to Undergraduate students of Computer Science Department.

➤ **Admin Assistant Directorate of Education Baluchistan, Education Support Project (ESP) – From March 2017 to October 2017**

- To provide administrative assistant to Provincial Office in implementing UNICEF funded Education Support Project.
- Continuous coordination with district coordinators and to provide administrative and logistic support.,
- Providing assistance in training of staff and supporting program manager in drafting of weekly, monthly progress reports at provincial & district level.

➤ **Reporting Officer at Society for Mobilization Advocacy and Justice (SMAAJ) – From July 2016 to August 2016**

- Overall coordination and reporting of program activities of different components of project CBDRM (Community Based Disaster Risk Management) implemented at District Jaffarabad CBDRM as per UNDP requirements and standards.
- Monitor and review sources of information and data required for preparation of weekly and monthly reports, contribute to preparedness action, risk analysis and contingency planning and make recommendations.

➤ **Monitoring and Evaluation Officer at Center for Peace & Development (CPD) – From August 2010 to September 2011**

- Implement the project's Monitoring and Evaluation Plan in coordination with Project Manager and Core Team to ensure effectiveness and efficiency of the project activities in accordance with the project time frame.
- Provide inputs, information and statistics for quarterly and annual reports.
- Develop monitoring and impact indicator for the project success.
- Work closely with the project's coordinators to align reporting with field-based evidence collected at various intervals of the project.
- Participate in annual project reviews and planning workshops.

Computer Skills

Proficient in MS Office Suite, Odoo based Operating software, E-views & SPSS

Languages

Urdu, Pashto, English

References

Dr Wasim Khaliq (Campus Director/ Dean NUST Balochistan Campus) Contact no: 051-8866901
Mr. Alauddin Khilji (Resident Director Aurat Foundation Quetta) Contact no: 03368380440
Dr Syed Ainnuddin (Pro-VC/ PhD Supervisor University of Balochistan) Contact no 03319082500