



# Fida Muhammad Khan

## Project Manager

- Operations Management.
- Team Leadership & Development
- Communications & Collaboration Skills
- Ability to Delegate
- Project Management & Execution
- Teamwork and delegation
- Critical Thinking & Innovative Problem-Solving
- Decision Making

## PROFILE

Accomplished professional with a record of success in managing a huge organizations Operations.

Experienced and professional IT Manager with over eight years of valuable experience in monitoring project performance to ensure company success. Adept in all aspects of project management, including planning, budget management, and coordinating all working parts of a project. Experienced in leading staff members and evaluating project progress to achieve results in a timely manner.

## CONTACT

- +92 306 5900783
- [fida.mkhan00@gmail.com](mailto:fida.mkhan00@gmail.com)
- Peshawar, Pakistan

## EDUCATION

2020 | Master's in Economics  
University of Science and Technology,  
Bannu

## TOOLS

- Excel
- Looker Data Studio
- Power BI
- Tableau

## COURSES

- Diploma in Information Technology
- Project Management for Development Professionals (PMD Pro)
- Distribution of Relief Goods
- Monitoring and Evaluation Planning
- Data Analysis and Action Planning
- Prevention of Sexual Harassment and Abuse of Authority

## EXTRA-CURRICULAR ACTIVITIES

- Volunteer at ICRC

## EXPERIENCE

**Polio Eradication Program WHO funded (Chip Training & Consulting) – Peshawar**  
**Data Usage and Risk Assessment Officer**  
**June 2023 – Present**

### Responsibilities and Achievements:

- Proficiently supervise data collection and analysis processes, ensuring accuracy, consistency, and efficiency.
- Daily management of employee attendance data in the IDIMS database, maintaining up-to-date and accurate records.
- Methodically identify and resolve discrepancies in both the IDIMS and MCTDB databases to ensure data integrity.
- Compile, analyze, and evaluate data related to polio campaigns, providing actionable insights to enhance campaign effectiveness.
- Prepare comprehensive reports based on data analysis, summarizing key findings, trends, and recommendations.
- Utilize Excel, Google Spreadsheets, Power BI, and MS PowerPoint to manipulate, visualize, and present data effectively.
- Perform query-based analysis to transform raw data into visualized reports, enabling data-driven decision-making.
- Provide in-depth analysis and risk assessments for assigned areas, identifying potential challenges and opportunities.
- Conduct capacity-building sessions for field staff on various indicators, enhancing their skills and knowledge.
- Collaborate with cross-functional teams to ensure the use of the latest datasets and implement necessary changes.
- Stay updated with industry trends and best practices in data analysis and reporting.

**Engineering Research & IT Services Provider | ERISP – Peshawar**  
**Project Manager**

**Jan 2022 – April 2023**

*The Project Manager (PM) will help to execute and improve the key service delivery processes for multiple projects and ensure that the correct metrics and Key Performance Indicators are in place. The role of the Project Manager – ERP Implementation is to execute the project and deliver the desired outcomes in an effective and professional manner, ensuring that the project is successfully delivered, and payments are made on time. The Project Manager will initiate the project and do the project planning, execution, and control; and close the project, once all the identified and agreed scope of work is implemented and tested for quality.*

### Responsibilities and Achievements:

- Understand the project scope, schedule, deliverables, and budget.
- Assign the functional and technical resources to the project.
- Do meetings with the functional team and client and finalize the project planning/inception report.
- Schedule the meeting for a gap analysis with the client and share the meeting minutes.
- Follow-ups of the gaps identified during Gap Analysis sessions with the functional team.
- Schedule the meeting for User Acceptance Test (UAT) sessions and share the meeting minutes.
- Follow-ups of the gaps identified during UAT sessions with the functional team.
- Follow-ups of the gaps identified during Go Live sessions with the functional team.
- Share and present the project progress report with the client weekly or monthly.
- Create invoices in the system, share them with the client and make follow-ups till payment.
- Use the project management module of ERP for tasks/deliverables scheduling and progress.
- Maintaining a healthy working relationship with the client and internal team without compromising on deliverables.

## EXPERIENCE

### **Polio Eradication Program UNICEF funded (Micromerger) – Peshawar** **Team Leader**

#### **Responsibilities and Achievements:**

**Sep 2015 – Dec 2021**

- Monitored the performance of 50+ team members and worked to increase team morale and motivation.
- Effectively managed and led a team of 50+ people to drive company proficiency and success.
- Lead team initiatives to improve IT designs and functioning.
- Promoted team-building skills and fostered positive team relationships.
- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Completed well independently and within a team setting.
- Provided tutorials on current data management techniques including assisting with analysis and providing technical recommendations on study software.
- Researched and resolved data discrepancies with troubleshooting teams.
- Launched to actively shape the company culture.
- Developed to honor the company mission and adhere to all standards. Conducted workload assessments and devised new operational processes that led to a 40% increase in productivity.
- Coordinated with external companies to monitor and support data integration to the company's Online Provider Directory Enterprise System.
- Traveled to various Districts assisting with training and data management.
- Upgraded with complex datasets and trained new hires to work with them as well.
- Managed and lead a 10-person team of Human Resources Professionals.

### **Chip Training & Consulting (UNICEF funded Project)– Peshawar** **Data Verification Associate**

**March 2015 – August 2015**

#### **Responsibilities and Achievements:**

- Worked as a dedicated team member of the banking team.
- Monitored the performance of team members and worked to increase team morale and motivation.
- Promoted team-building skills and fostered positive team relationships.
- Worked well independently and within a team setting.
- Collected and recorded data pertinent to project goals and ultimate agricultural productivity.
- Merged data with existing data sets, careful to keep old data sets and documentation.
- Organized and analyzed data and marketing results.
- Performed in-depth data validation on data from various suppliers across the world.
- Performed exploratory data analysis and discovered notable relationships

### **Agricultural Training Institute – Peshawar** **Computer Operator**

**March 2012 – January 2015**

#### **Responsibilities and Achievements:**

- Kept meticulous logs of stocked items and reported item traffic in the computer systems.
- Maintained computer records of dispensed medications.
- Served as a safe and effective machine operator on various large-scale projects.
- Planned and developed written policies and procedures for computer operations.
- Maintained extremely well-organized records and handled all HR matters with confidentiality and the application of company standards.
- Successfully led all daily operational aspects in the Human Resources Department of the undergraduate school.
- Effectively helped to manage Human Resources concerns and department workflow

## REFERENCES

References available upon request.