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| **Haroon Rashid**  2nd feb,1988 pak | |  |  | | --- | --- | | Father Name: | Mir Zaman | | Email ID: | haroonfata@gmail.com | | Contact No: | 0305-9511521 | | Address: | Sheikh Abad # 4, Behind Civil Dispensary, House # 2, Peshawar City. | |

**To acquire a challenging position in an environment where I can best utilize my skills and education**

**ACADEMIC BACKGROUND**

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| **S.No** | **Degree/ Certificate** | **Major Subject** | **Year Completed** |
| 1 | Master of Arts | International Relation | 2014 |
| 2 | Bachelor of Information Technology BSIT | Information Technology | 2010 |
| 3 | Higher Secondary School Certificate | Science | 2006 |
| 4 | Secondary School Certificate | Science | 2004 |
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**Employment Details**

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| **Employer Name: BEST-Pak Job Title: M&E Officer** | **Oct 2023 to till Date** |
| **Project Name: FFA-CBT at District Mohmand Donor: UN-WFP** | |

* Carry out follow-up monitoring visits to materialize actions agreed in action plan, also maintain Monitoring-Action Plan Tracker at field level; and report to concern authorities.
* Carry out regular and routine field monitoring of program activities and produce monitoring visit reports on the given format;
* Ensure smooth coordination with key working groups in the field level and other stakeholders such as VDCs, Committees, Cooperatives, and Government Line Department in terms of monitoring.
* Ensure Program and Project manager are equally informed about the future task and ongoing activities.
* Take minutes of the internal review meeting and lessons learnt
* Ensure display of CRM banners are installed at activities intervention locations and visit the targeted locations/areas/villages under project.

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| **Employer Name: FRD Job Title: Reporting Officer** | **Nov 2021 to Aug 2023** |
| **Project Name: FFA-CBT at District Mohmand Donor: UN-WFP** | |

* Prepare daily/weekly/monthly activity assessment reports according to the schedule agreed with donor and country office.
* Develop monthly narrative progress report for the donor.
* Develop monthly Food/Cash disbursement report for the donor.
* Develop and share daily Food/Cash disbursement reports with donor.
* Consolidate project output data summary reports and share with the donor.
* Compile case studies and share with donor.
* Ensure project visibility and support team is compilation of IEC material developed for the project.
* Prepare meeting minutes and disseminate among teams, and management.
* Compile and share weekly work plans with head office and donor.
* Ensure reporting on all formats shared by donor for project reporting.
* Maintain and organize repository of all project documents.
* Facilitate and coordinate field visits by top management and donor.
* Any other task assigned by the supervisor/line manager.

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| **Employer Name: BEST-Pak Job Title: Field Monitor** | **Jun 2021 to Aug 2021** |
| **Project Name: General Food Distribution at District Khyber Donor: UN-WFP** | |

* Monitor the implementation activities of the General Food Distribution assistance project at Tehsil Zakha Khel, Khyber Agency;
* Prepare daily and monthly monitoring reports along with compliance status report for submission to the Head of Programs and writing the meeting minutes and similar activities;
* In close coordination with logistics, monitor and review the overall commodity movements such as food deliveries, storage, transport and distribution at the site and verify if the amounts received have been properly recorded, damaged or suspected to be damaged;
* Supervise the efficient and proper distribution of food items;
* Assist in the coordination of regular meetings with local authorities;
* Report to the Head Officer on relevant events regarding food management, distribution and other related issues;
* Identify relevant issues in the distribution process and report them to the appropriate personnel;
* Supervise and train other personnel as appropriate;
* Perform other related duties as required

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| **Employer Name: BEST-Pak Job Title: MER Assistant** | **Jun 2018 to April 2021** |
| **Project Name: Local Level Disengagement and Rehabilitation at District Swat Donor: UNDP** | |

* To assist MER Officer in regular monitoring of project activities and ensure quality of the data by random verification and validations.
* Coordinate all aspects of project monitoring and reporting ensuring data is of high quality and produced on time.
* Check and validate weekly reports of project staff on their specific activities.
* Record, manage and preserve monitoring and evidence based data in safe and accessible way.
* Conduct on site monitoring visits and spot checks.
* Maintain proper database of project related documents.
* Develop and share field visit reports with management.
* Work closely with MER Officer and Project Manager to produce Month progress report for onward submission.
* Determine issues and suggest remedies in project deliverables.
* Participate actively in planning process and project related activities.
* Document feedback from ISGs and communities by conducting field visits.
* Develop weekly, monthly reports and event reports.
* Assist Project Management in developing Project Interim, Completion reports and any other evaluation study.
* Perform any other related duties as required and directed.

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| **Employer Name: PAWT Job Title: Logistic Officer** | **Jun 2017 to Nov 2017** |
| **Project Name: Warehouse Management & Commodity Handling at Orakzai Donor: UN-WFP** | |

* Manage logistics operations including all logistics assets in order to ensure timely and cost effective delivery.
* Receive and dispatch WFP food commodities according to plan.
* Report on the quality, quantity of food commodities.
* Ensure quantities received match with the endorsed documents.
* Ensure effective commodity management and quality control.
* Establish reports based on logistics movements and distribute them according to requirements.
* Maintain clean and pest free storing conditions.
* Supervise loading and offloading and stacking of the commodities.
* Sign waybills of received and dispatch cargoes.
* Make updated records in stack cards and stock register.
* Provide overall supervision and training to other staff and casual labors.
* Perform other related duties as assigned.

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| **Employer Name: BEST-Pak Job Title: Data Analyst** | **Jan 2013 to Dec 2016** |
| **Project Name: Warehouse Management & Commodity Handling at Ex-FATA Donor: UN-WFP** | |

* Perform centralize reporting between WFP and Field Staff.
* Daily Stock Movement Report (DSMR) to all the stake holders (WFP Program, WFP Logistic Section, Warehouse Staff).
* Assist Project Manager about Warehouse Management and transportation activity.
* Prepare monthly consolidated Summary for each of activities FFW, FFE and CMAM.
* Supervise all the logistic activities conducted in FATA warehouses moving in and out of the Premises.
* Respond to the queries regarding commodities staff in the FATA warehouses.
* Prepare Physical inventories for six warehouses at the end of each month.
* Prepare monthly Standard warehouse Management and Transportation summary of Received and Dispatches commodities in NET MT and Gross MT for submitting WFP.
* Keep all the records of Receipt and Dispatch waybills of Different activities (FFE, FFW, and CMAM).
* Close check on expiry dates of stock commodities in all warehouses.
* Collect, organize and summarize numerical data to provide usable information for smooth running of the Project.
* Visit field offices when requested.
* Keep close coordination with donors, Project field staff and any other concern section.

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| **Employer Name: BEST-Pak Job Title: Logistic Assistant** | **July 2011 to Dec 2012** |
| **Project Name: Warehouse Management & Commodity Handling at District Khyber Donor: UN-WFP** | |

* Receive WFP food commodities.
* Report on the quality, quantity of the received goods.
* Ensure quantities received match with the endorsed documents.
* Maintain clean and pest free storing conditions.
* Ensure good warehousing practices.
* Supervise uploading and stacking of the commodities.
* Follow up tracking of the commodities in pipeline and reporting it.
* Keep record of the food stuff uploaded and loaded in the warehouse adhering to WFP systems.
* Sign way bill of received and dispatched cargos.
* Deliver goods on request against approved documents.
* Make updated stake cards record.
* Periodically take physical checks.
* Liaise with field monitors and other on methods pertaining to logistics.
* Report and take appropriate actions for spoiled commodities.
* Ensure waste disposal and pest control by taking suitable actions according to WFP Ware house management SOPs.

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| **Employer Name: BEST-Pak Job Title: Data Entry Operator** | **Jan 2011 to Jan 2011** |
| **Project Name: General Food Distribution Donor: UN-WFP** | |

* To verify beneficiary documents (Registration form, NIC, Ration Card) and tally it with his/her CNIC and online record.
* To update beneficiaries record in online database and upon updation maintain their offline records in BEST’S preforms and takes IDPS signature or thumb impression on Performa. To make sure that all the details required in Performa are recorded correctly.
* To maintain record (copy of IDPS and blood relatives CNIC and registration form etc. ) of the relative with prior approval of Supervisor (Distribution Team) in case a blood relative is taking food on behalf of beneficiaries;
* To prepare daily report on the basis of beneficiaries facilitated during the day.

**TRAINING WORKSHOP ATTENDED**

1. One day Workshop for CSO’s on “Social Mobilization” Organized by Institute of Rural Management, at Islamabad held on 18th November 2019.
2. One day Workshop for CSO’s on “Monitoring” Organized by Institute of Rural Management, at Muree held on 19th September 2019
3. One day Workshop on “Report Writing” Organized by Institute of Rural Management, at Islamabad held on 24th April 2019
4. Three days Training Course on *“Disaster Preparedness for Effective Response “* Organized by NHN and NDMA held from 7 to 9 May 2018.
5. Two days training workshop on “Do Not Harm (DNH) Approach” Organized by GIZ facilitated by Foreign Facilitator.
6. Five Days Training Course on *“Logistics and Warehouse Management Training”* Organized by WFP and NHN in Peshawar Pakistan from 18-22 July 2016.
7. Two Days Training Course on *“Supply Chain Management Training “*Organized by Logistic Cluster and World Food Program (WFP) in Peshawar from 03-04 September, 2014
8. Three days Advance training Course on *“Ware House Management and Pest Control”* organized by World Food Program (WFP) in Peshawar Pakistan from (26-28 May, 2012).
9. Three days Training Course on *“Warehouse Management and Pest Control”* organized by UN World Food Program (WFP) in Peshawar Pakistan from (20-22 July, 2011).

**INTERPERSONAL SKILLS**

* Ability to work in teams.
* Strong sense of responsibility to accomplish the assigned tasks.
* Possess computer-operating skills and have strong hand on MS Office.
* Can work under pressure and can meet deadlines.

**REFERENCE DETAILS**

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| --- | --- |
| Mr. Hamish Khan | Mr. Rahat Jan |
| Managing Director | Project Manager |
| BEST-Pak Organization | FRD Organization |
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