Imran Zafar

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Curriculum Vitae

Objective

Seeking a position empowering me to use my strong management & coordination skills, good educational background, and ability to work well with people in a team. A platform, where I can utilize and maximize my national level operations & coordination experience. The essence of my expertise are survey implementation, M&E, data & information management, data analysis, program management, budgeting, trainings design & implementation.

Education

MBA (Information Technology & Finance)   1997

National Institute of Business Management, Peshawar affiliated with
Philippines Christian University.

MA (Economics)   1994

Department of Economics, University of Peshawar.

Professional Experience

Field Operations Associate   May 2018-June 2023

Benazir Income Support Program (GOP / World Bank)   Islamabad, Pakistan

- Lead the implementation process of the National Socio-Economic Registry (NSER) update activities of both static and dynamic registries particularly national coordination, field operations, data management (collection, analysis, reporting) and staff trainings
- Worked as cluster lead for NSER static registry update for upper Sindh and Bahawalpur divisions
- Worked as Zonal Coordinator for coordinating the establishment, operationalization and monitoring of dynamic registry centers for KPK zones
- Establishment of Benazir Registration Centers in 145 Tehsil Offices
- Staff hiring & training in 35 Districts of KPK. Inventory management & distribution to field offices. Tehsil office acquiring and renovation.
- Managing survey implementation & data management of various models. Coordination regarding tablet based survey application development, testing and deployment
- Data analysis and progress monitoring of NSER dashboards and routine reporting

- Supervising operations planning for survey / data collection activities and resolve operational issues in coordination with the relevant stakeholders
- Supervise and monitor the work in the field through regular visits, working meetings, review of statistics & dashboards and activity reports to ensure smooth implementation
- Design, deliver and monitor trainings for survey staff
- Coordination regarding field monitoring & evaluation, spot-checks and validation visits
- Survey & training payment complaints resolution and compliance assurance of around 45000 teachers involved in NSER update
- Coordinated Flood emergency response 2022 in collaboration with NDMA and DDMA.
- Conducted FGDs and interviews for a National Level Climate related disaster study for Dynamic Registry update
- Focal person for internal and external audits. Drafting responses for audit paras and observations
- Focal person for various grievance redressal committees for disputes resolution

Program Officer   July 2015-April 2018

USAID Training for Pakistan Project (World Learning)   Islamabad, Pakistan

- Program management and trainings implementation
- Negotiation and contracts management
- Procurement of partners
- Program designing, budgeting, implementation, monitoring and reporting
- Staff supervision
- Compliance assurance
- Monitoring and evaluation
- Management of coordination mechanism
- Work plan management
- Data management, analysis and data quality assessments
- Training working group management

Program Associate   January 2014-June 2015

USAID Training for Pakistan Project (World Learning)   Islamabad, Pakistan

- Management of scholarship programs
- Supervise online visa application for participants and submission of documents
- TraiNet a USAID training database management and reporting
- Project reporting
- Monitoring and evaluation
- Conduct different kinds of surveys
- Work plan management
- Relationship and events management
- Data management, analysis and data quality assessments

Data Quality Control Officer   September 2013-December 2013

USAID M&E Program (Management Systems International)   Islamabad, Pakistan

- Supervise the data entry process which includes receiving and organizing questionnaires, scanning, data entry, and reconciliation of the EGRA tools
- Project management and reporting
- Deployment and management of M.I.S
- Work with technical staff to troubleshoot software bugs
- Meetings and coordination with all baseline staff
- Make recommendations on improving the assessment activities
- Quality assurance of the final data set.
- Database administration
- Management and analysis of survey data

M&E Officer   May 2012-August 2013

USAID Teacher Education Project (EDC)   Islamabad, Pakistan

- Implementation of M&E system
- Support all M&E activities related to data entry, coordination, record keeping, and management at the national level
- Contribute to the implementation of project's M&E plan including proper record keeping of tools, protocols, plans, targets, sample sizes, etc
- Coordinate with monitoring & evaluation data collection activities, including logistics of form distribution and collection
- Coordinate with data processing, including data transfer, entry, verification and cleaning and ensuring that established protocols are followed accurately
- Filing & scanning of forms according to compliance protocols as required
- Provide regular updates on challenges related to quality of data and work on solutions or workarounds to ensure accurate and timely execution of M&E activities
- Coordinate internal communication & follow-ups required on M&E activities with provincial staff as well as the broader Project Monitoring and Evaluation team, Finance, HR, Operations, IT, Communications and Technical teams
- Assist with other administrative functions as needed e.g. tools printing, raising purchase requests and event requisitions, organizing meetings and trainings and verification of MOV's with evidences etc
- Data analysis, database management and, tablet surveys
- USAID's TraiNet system & data reporting

Visa Assistant Investigations

June2009-October 2010

American Embassy   Islamabad, Pakistan

- Project report writing and work plan management
- Coordination and relationship management
- Records management
- Verification of visa related documents for different visa categories
- Verifications of educational documents.
- Hotel bookings, maintaining contacts database and other administrative duties.
- Visa application assessment and preparation of investigation files.
- Validation studies

Entry Clearance Assistant

September 2006-May 2009

British High Commission   Islamabad, Pakistan

- Interpretation during interviews.
- Translation of different documents into English.
- Assessment & analysis of applications.
- Conducting different kind of checks on visa applications.
- Verification of visa related documents as per protocols & report writing.

Data Processing Officer

June 2004-September 2006

Preston University   Islamabad, Pakistan

- Reporting and documents verifications.
- To supervise and prepare result sheets, and transcripts
- Database management, backups, management of EDP equipment and modifications as per HEC requirements
- To train staff regarding data entry
- To design, develop and implement information system for the Central Examination Department for printing of transcripts and other reports
- Coordination with degree department
- National coordination regarding results and transcripts.

Data Entry Clerk

April 2002-October 2003

UNHCR   Peshawar, Pakistan

- Supervision of data entry process and team management
- To enter VRF (Voluntary Repatriation forms) in the database on daily basis
- Field surveys, monitoring and verifications
- To visit the camps and do the verification and registration by interviewing refugees

- Making daily reports, database purification and backups
- Database Management and data analysis
- Worked in the Shelman and Shamshatoo camps to do the Re-registration.
- Worked in the Bassu, Shelman and Shamshatoo camps to exchange the CAR pass books.
- Worked in the Shelman camp to conduct the survey for the Shelman relocation plan.
- Worked in the UNHCR community services health survey project. Entered health survey forms in specially designed (EPI) software.

Data Processing Manager   January 2001-January 2002

IQRA University   Peshawar, Pakistan

- Implementation of M.I.S
- To design and implement / upgrade the computer programs as per requirements.
- To administer the database system, reporting, data loading and Validation etc.
- To prepare the daily, monthly and annual reports in a computerized environment.
- To provide on job training in using the computers to the office staff.
- To ensure the timely backups of the daily computer working.
- To report the software and hardware problems and solve them immediately.
- To purchase and upgrade the hardware etc as per requirements.
- Maintenance of all the EDP equipment.
- General supervision and coordination.
- Reporting

MIS Incharge   May 1999-November 2000

Frontier Woollen Mills Ltd   Peshawar, Pakistan

- Computerized accounting.
- Network administration.
- Implementation of Accounting & Payroll System.
- Database management, modifications & purification.
- Server administration.
- Data analysis and M.I.S reporting

Systems Administrator   March 1998-April 1999

Falcon Traders   Peshawar, Pakistan

- Systems administration & configuration.
- Network troubleshooting.
- Installation of operating system & other software's.
- Preparation of accounting reports.

Training & Other Qualification

- Diploma in Computer Sciences.
- Programming certificate from Board of Technical Education.
- Training in Auditing & Accounts with Chartered Accountant firms.
- Internship at Bank of Punjab, Cantt branch, Peshawar.
- Internship at COMSATS (ISP), Peshawar.
- Voluntary Repatriation Training 2003 – UNHCR.
- Basic Security in the field - Staff Safety, Health, and welfare" training – UNHCR.
- Learning Policies & Guidelines training – UNHCR.
- IT / Windows XP & GroupWise Management training-UNHCR.
- UK Visas, Forgery, Documents verification & Biometrics training – BHC.
- Fire fighting & Security training – American Embassy & EDC.
- Immigration Laws, protecting personal identifiable information, detecting imposters & ethics training – American Embassy
- Training of Master Trainers for survey implementation - BISP
- USAID TraiNET System - ADS 252 & 253
- Mobile Device Management Software

- ## Technical Skills
- Program management and budgeting
- Data analysis and designing M&E tools
- Networking, Hardware & Software installation
- MS Windows, MS Office, Database development & GIS software's
- USAID's TraiNet & PAK Info system
- MS Access and SPSS

Languages

English, Urdu, Pushto, Punjabi & Hindko

References

Available upon request