

# **Khizar Mehmood**

House No. B-III/983, Lasani Street  
Muslim Town, Rawalpindi.  
Cell # 0333-5205430,0306-5473211  
Home 051-4471526

Skype Id: khizar.mehmood

Email: khizar\_mehd@yahoo.com

## **Personal Information:**

Domicile	Punjab, Rawalpindi
Date of Birth	October 1, 1975
Marital Status:	Married
Religion:	Islam

## **Objectives:**

Keen to find a position that has driven to consummate excellence & for professional development based on allegiance trustworthy, meticulous and work ethics to achieve the organizational goals and to become a part most dynamic and progressive public sector organization's playing vital role in economic revival, growth and development in economic revival, growth and development.

## **Profile:**

Aggravated & amiable Professional, with degree & track record of working in miscellaneous working environments, Ability for quickly adopting the working condition of any organization along with new technology, Accustomed to handling confidential records and matters, Flexible and versatile, diplomatic and tactful with professionals and non-professionals at all levels, Thrive in deadline driven environments, communication and team building skills.

## **Aurat Foundation Pakistan (ngo)**

Working in (NSER Project) Benazir Income Support Program as a Tehsil coordinator from October 2018 to June 2019

## **The URBAN Unit Planning & Development Department Govt of the Punjab**

Urban Immovable Property Tax (UIPT) a Project of Door to Door Survey in the District Rawalpindi Supervisor from July 2013 to December, 2016

## **Responsibilities:**

- To keep monitoring on the surveyors in thier designated circles by marking thier attendance & evaluating thier progress.
- To facilitate the surveyors in performing thier duties.
- To coordinate with the URBAN UNIT and Excise & Taxation Deptt.
- To take pictures of surveyors & E&T Inspectors working in the field and upload on the online monitoring system.
- Prepare and submit Daily Situation Report (DSR) regarding the work done in each circle under supervision.

- Ensure that surveyors are keeping the record of picture, date entry forms and digitized maps by the surveyor.
- To provide daily progress report to URBAN UNIT and keep SMS monitoring System up to date.
- To report any issue occurring in the field to the URBAN UNIT / E&T Department immediately and get it resolved.

### **Children first & World Vision(ngo)**

**TAHAFFUZ project (a project of world vision and European Union on Child rights, child protection and child abuse)**

**Social Mobilizer from August 2012 to March 2013**

#### **Responsibilities:**

- Establish initial contact with community for introduction of program
- Collect necessary baseline information about the area
- Ensure timely implementation of the project (all components) activities in the field.
- Mobilize and build capacity of the target community
- Conduct Social surveys as and when required or asked by the management.
- Liaison with partner organizations and institutions working in the project area.
- Develop and maintain the necessary documentation and record of all project and organization activities.
- Coordinate with Project Manager for necessary instructions and guidance.
- Provide full support to the sectors representatives for conducting feasibility studies, preparation of project proposals, and development of action plans and implementation of program interventions
- Maintain and up date all record at office level.
- To assist community members to identify needs and to generate solutions identifying priority issues and to analyze their problems and guide for resource mobilization
- Any other task assigned

### **World Vision & Orgnaization for Social Development (ngo)**

**MANZIL Project funded by World Vision International on Child Protection, and Child Rights and thier Families**

**Community Mobilizer/Field Coordinator from May 2008 to Dec, 2011**

#### **Responsibilities:**

- Coordinate and facilitate participatory planning process to identify and plan for social mobilization, organization and empowerment related potentials/opportunities and problems of the target people and area.
- Organize social mobilization session at village level including all stake holders and gender using PRA methodology
- Organization of Community Support Committee and conduct regular and weekly/monthly meetings
- Organize seminars for general public and students on current issues in education i.e. promoting women education
- To develop Govt officials, teachers associations/networks for carry out advocacy and lobbying for project
- Organize workshops on community based disaster management for community
- Organize FGDs to analyze advocacy issues in education, developing and implementing advocacy plans

- Liaison closely with partner NGOs, Govt. Line Agencies, CBOs, parents service providers for planning and implementation of different activities in the social mobilization sector.
- Familiarize and develop understanding of the partners including community members with the concepts of social mobilization, organization and empowerment in relation to the objectives of the Manzil Project
- Identify potentials and problems of people and area in a participatory manner in order to mobilize the community to participate actively in the Community Development Plan.
- Carry out training need assessment of select Village Committees and Government Line Agencies with the collaboration of sector specialists
- Establish and strengthen linkages between communities and service providers (Government Line Agencies, Non Government Organizations, Private sector etc)
- Encourage female participation and mainstream gender aspects in project activities
- Formulate and quarterly update the profile of selected Village Committees of the programmed area
- Reporting of all activities regarding field visits, social mobilization sessions, Community Support Committee formation session and field related events/activities.
- Facilitate Master Trainer in capacity building sessions.
- Office Management as well as equipment and assets.

### **Ministry of Population and Welfare Deptt Govt of the Punjab**

#### **Social Mobilizer in Rawalpindi District (a project of Asian Development Bank on Family Health Care and Family Planning).** **June, 2006 to May 2008**

#### **Responsibilities:**

- Develop monthly, quarterly, six-monthly and annual section specific and zonal work plans.
- Guide and support each section and as whole to identify results, targets and indicators for effective and efficient implementation of all programs in the zone.
- Regularly visit the field and identify issues, gaps, experiences, success and failures for mutual learning, experience sharing to improve the approach and programs.
- Establish a baseline according to the needs of Plan's programs.
- Support implementation of planned activities, events and other interventions.
- Conduct regular reviews of zonal progress and performance on monthly, quarterly, six-monthly, and annual basis.
- Provide support and inputs to identify gaps, issues, and concerns, trends and changes that require further analysis and assessment for improving strategy and program
- Prepare effect studies of successful interventions.
- Facilitated baseline surveys in working areas of Rawalpindi.
- To arrange health camps in different area with the help of other institutions.
- To aware people about health related issues with the help of community health worker and health committees.
- To make community link, with other health institutions like, government hospitals, BHUs and non-government health organizations.
- To carry out village BHUs in proper way.
- To build small health centers, on the village basis.
- To analyze community needs and find out a proper measure for its solutions.
- To make connections and coordination, with other health institutions.

#### **Conducted 20 sessions at community level in which community were briefly told about**

- Mother and child health better health.
- Health, education.
- Solid waste management.
- Importance of TT injection.

- Importance of safe and hygienic delivery.
- Importance of immunization to children.
- Complete orientation on TB and Dengy, and HIV.

### **The News International**

**Worked as a News Print Assistant Rawalpindi in Jang Group of Companies from March 2004 to May 2006.**

#### **Job Responsibilities:**

- Maintain office files and prepare stock register
- Office administration
- Renewal of maintenance and insurance contracts, e.g office machinery, equipment's, generators, etc
- Fueling of Vehicles & Generator.
- Providing administrative assistance to all departments on day to day issues
- Prepare expenses claims and their follow-ups
- Prepare day-to-day activities of news print published
- Issuance of all out going correspondence
- Record Keeping and data compilation
- Reporting

### **EFU Life Assurance Pvt Limited**

**Worked as Sales Consultants in Rawalpindi/Islamabad from October 2000 to December 2002.**

#### **Job Responsibilities:**

- Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
- Visiting potential customers for new business. Making accurate, rapid cost calculations, and providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Advising on forthcoming product developments and discussing special promotions.
- Liaising with suppliers to check on the progress of existing orders.
- Recording sales and customer information and sending copies to the sales office.
- Reviewing your own sales performance, aiming to meet or exceed targets

#### **Trainings Received:**

- Attended forty days training from Population Welfare Training Institutes (Government of Pakistan) Pre Services Training of Social Mobilizer including Population Policy, Communication skills, Report writing, Advocacy and Community Mobilization.
- Attended one day training on CRC and Child development and Abuse conducted by Sahil.
- Attended one day training on HIV & AIDS conducted by World Vision Pakistan conducted by Program Manager (Manzil Project).
- Attended one day training on community development strategy, Risk analysis, Stake Holder analysis conducted by World Vision Pakistan.
- Attended one day workshop on Para Counseling.
- Attended two days training on First Aid conducted by the Red Crescent Society Pakistan at Dream land Hotel Islamabad.

- Participated a three day training on Life Skills at world vision Pakistan conducted by SAHIL.
- Attended a three day training session on Advocacy and Community Mobilization at Nathia Gali
- Participated in one day training on KAP Survey, conduct by World Vision.

**Skill Summary:**

<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Project Management</li> <li>• Disaster Management</li> <li>• M &amp; E</li> <li>• General Office Skills</li> <li>• Analytical Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Trainings</li> <li>• Professional Presentations</li> <li>• Interpersonal &amp; Communication skills</li> <li>• Public Relation</li> <li>• Computer Savvy</li> </ul>
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**Other Skills**

- Leadership
- Planned all the targets and achieved with in deadline
- Coordinate with the Project managers and provide them all informative activities done in assigned area during the field visits
- Proper reporting and documentation
- Communication
- Initiatives and Working independently
- Group working

**Languages:**

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
English	•	•	•
Urdu	•	•	•
Punjabi	•	•	•
Pushto	primary	primary	primary

**Qualification:**

1	Metric (SSC)	BISE Rawalpindi
2	Diploma in Commerce (D.Com)	Punjab Technical Board Lahore
3	Bachelor in Commerce (B.Com)	University of the Punjab
5	Master in Political Science	University of the Punjab

**Computer Skills:**

- Composing
- Knowledge of Windows & other utilities
- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Full command of Internet

