

MASROOR AHMAD
Disaster Management Practitioner

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Personal Statement:

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I presented with, I am excellent at working with others to achieve a certain objective on time and with excellence in a progressive organization.

Educational Background:

Master in Disaster Management
University of Peshawar

2018

Professional Experience:

Social Mobilizer

October 2023- December 2023

National Integrated development association (NIDA) Pakistan – District Chitral

Key Responsibilities:

- Conduct Village mapping/profiling through different PRA tools (i.e. Interviewing, Diagramming, Ranking)
- Mobilize community and orient project and organization's mandate
- Work with community members to map and prioritize community needs
- Conduct capacity building training, hygiene promotion and PWDs Inclusive DRR session in the community
- Identify and organize appropriate capacity building, and technical resources to support project implementation
- Mobilizing community, assessment of flood effected families and PWDs give hygiene promotion and PWDs Inclusive DRR training and session.
- Write regular weekly, monthly and other reports (as per suggestion and need)
- Facilitation and support in conducting the awareness sessions
- Mobilize community groups, sensitize and train them on specific topics as required, organize and facilitate meetings.
- Perform other duties as requested by the line supervisor
- Prepare daily field visit reports after commencing the visit in the field
- Prepare and submit weekly progress report well on time

Disaster Manager -

April 2018- March 2019

Al-Khidmat Foundation – District Chitral

Key Responsibilities:

- Stockpile and manage emergency supplies and resources
- Track resource utilization and report to relevant authorities
- Act as the central point of contact during emergencies.

Community Mobilizer - DRR

April 2019- March 2020

Biyar Local Support Organization – Chitral

Key Responsibilities:

- Gather data related to community programs and initiatives
- Engage with community members through surveys, interviews, and focus groups to gather information
- Prepare reports and share findings with stakeholders and funders

DRR Training Officer - DRR

April– August 2020

Aga Khan Agency for Habitat – Chitral

Key Responsibilities:

- Analyze performance data to identify trends and opportunities for improvement.
- Monitor and assess participant progress and adjust training as necessary
- Monitor post-training performance to ensure that skills and knowledge are applied on the job

ACTED , Pakistan

Key Responsibilities:

- Attend training sessions to become familiar with survey instruments, data collection procedures, and project objectives. Travel to designated field locations or assigned areas to collect data
- Verify the accuracy and completeness of collected data
- Ensure that data is organized, labeled, and stored properly.

Distribution Manager

January 2022– May 2023

Pharmaceutical Companies Star Enterprises

Key Responsibilities:

- Ensuring that products are delivered to customers in a timely manner through the use of effective inventory management techniques
- Managing budgets and planning expenditures to ensure that costs are kept under control while still achieving business goals
- Negotiating with vendors to obtain favorable terms on supplies and services needed by the company

Computer Skills:

- Diploma in Information technology (DIT)
- Proficiency in surfing and search on Internet, E-mail, Web Browsing and Downloading.
- Proficiency in working in MS. Windows-98, 2000, MS. Windows ME, XP, MS. Windows Vista.
- Proficiency in Installation of Software and Handling Hardware.
- Proficiency in usage of Printer, Scanner, CD Rom and CD/DVD Writer.

Language Proficiency:

- Proficiency in written and spoken English Language
- Proficiency in written and spoken Urdu Language
- Proficiency in written and spoken Pashto Language
- Proficiency in spoken Chitrali (Khowar) and Pashto Language

Membership

- Focus Humanitarian Assistance (FOCUS) Pakistan
- Volunteer Pakistan Red Crescent Society (PRCS)

Reference:

Will be provide on demand.