



Muhammad Hamzah Malik

Security & Access

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Summary

I would like to share that I am a self-motivated professional with exceptional interpersonal and organizational skills. I have problem-solving abilities using initiative and persistence, and always maintain integrity and loyalty. My work domain is (i) Project Management, (ii) Financial Management, and (iii) Safety, Security & Business Continuity. During the last 15 years, I have worked with multiple donors in collaboration with different LNGOs & INGOs as per time and have successfully completed projects on Emergency Response & Relief, Peace & Social Harmony, Infrastructure, Health, Food Security, NFIs, Protection, Livelihood and Advocacy with a track record.

Skills

Training & Development | Team Building | Strong Communication And Presentation Skills. | Staff Management & Coaching | Social Welfare Management | Social Inclusion | Reporting Skills | Report Writing Skills | Report Writing | Referral Development | Record Keeping | Proposals Writing Skills | Project Management | Project Designing / Development | Project Coordination | Project / Report Writing | Proficient In Urdu Language | Presentation Speaking | Presentation Skills | PR Campaign Management | Planning and Budgeting | Outstanding Time Management | Outstanding Leadership | Organizational skills | Organizational Development | MS Office | Monitoring and Evaluation Skills | Management Skills | Manage Information | Leadership & Motivation | Internal Controls | Internal Audit Command | Goal Oriented | Funds Management | Fluent in English | Financial Management | Environment Management | District Coordination Working Group | Data Management Of Women CNIC | Coordination Skills | Community Mobilization & Organizer | Communication Skills | Committee Liaison | Budgets Skills | Bilingual Communication Skills | Audit Assignment Handling | Architectural Skills | Agency Liaison | Administrative Meetings Management | Achievable Development Plans & Schedules | Accountability Skills

Experience

Jan 2023 - Present

Security & Access

International Rescue Committee, Dera Ismail Khan, Pakistan

1. Assist Security Coordinator in conducting security risk assessments ranging from compiling documents and to reviewing reports, to developing operational procedures and proactively assessing vulnerabilities in response to event-driven needs and as necessitated by changes in technical scope.
2. Identify and respond to incidents and resolve emergent risks to the security of IRC personnel or property.
3. Oversee security for the IRC projects offices and liaise with partners security focal points under direct supervision of Security Coordinator.
4. In consultation with Security Coordinator, design and deliver orientations to newly hired staff.

5. Undertake regular districts, offices, routes and location assessments of project areas and report on findings and design vital improvements.
6. Help in identifying opportunities, addressing vulnerabilities, and reducing risks for staff, ensuring a safe working environment in office and the field.
7. Maintain record of all staff travels and carryout staff tracking.
8. Assist Security Coordinator in maintaining a continuous review of operational and security plans and procedures, ensuring efficiencies and ongoing adoption of best security practices for all IRC projects.
9. To promote the development of appropriate security information networks relevant to IRC teams.
10. To support the Security team in collecting and disseminating relevant security information, thus enabling line management to manage security and safety effectively.
11. To support staff in methods ensuring security information is recorded and analyzed regularly, and help management provide regular, concise, and clear verbal and written security updates, under the supervision of Security Coordinator.
12. To attend relevant security meetings.
13. Conduct investigations into security incidents that impact IRC Programs.
14. Review Security Management Plans and policies.
15. Maintain an updated list and contacts with focal points across all programs.
16. Develop daily, weekly and monthly security updates and progress reports for submission to Deputy Director Security & Business Continuity.
17. Maintain confidentiality, impartiality, and neutrality in all aspects of security arrangements.
18. Carryout Context analysis (internal and external) including incident maps, stakeholder analysis, review of existing security management arrangements, risk analysis (on quarterly basis and where the situation changes) and capacity assessment.
19. To co-ordinate with managers, administration, and supply chain to ensure that the appropriate systems of administration, communication and transport are in place to ensure efficient security management.
20. In conjunction with the Security Coordinator, organize refresher trainings on security and initiate simulation trainings in given risks (carjacking, robbery, evacuation, etc.).
21. To ensure smooth implementation through Access and Engagement.
22. To support SSBC (Safety Security and Business Continuity) Unit whenever required.
23. Carryout any other task as assigned by the Security Coordinator.

Jul 2016 - Jun 2022

Chief Executive Officer

Motivational Humanitarian Management, Dera Ismail Khan, Pakistan

1. Led and Managed the Organization and staff with Clear Vision.

2. Presided Meetings of the Executive Committee and General Body in the interest of the organization.
3. Motivated employees by being inspiring and remained optimistic even when challenges were being faced.
4. Allocated resources and supplies to the staff in order to make sure they had the correct equipment to complete their responsibilities to the highest potential.
5. Made sure that programs and activities were being laid out efficiently and as effectively as possible.
6. Ensured that the activities implemented were of good quality and relevant to the mission and vision of the organization.
7. Advocated and embraced change.
8. Encouraged good performance and values.
9. Listened to the community's needs and engaged them.
10. Assessed whether programs and activities were successful by talking to the community members and getting their feedback.
11. Ensured Fundraising programs were carried out with high ethical standards and there were clear policies in regard to fundraising activities.
12. Regularly informed Donors about the organization and they were kept satisfied.
13. Maintained organizational structure by sending out notices, providing agenda, and coordinating meetings.
14. Facilitated and capacitated the District Coordination Working Group as Chairman in operational district Dera Ismail Khan to conduct regular coordination meetings and place Protection at the top of agenda of such meetings.
15. In close coordination with protection Sub-Clusters, coordinated and participated in training for Cluster members, local government authorities and other humanitarian actors on Case Management.
16. Supported all stake holders in coordination with various UN, national and international development partners, as well as Government counterparts and civil society organizations.
17. Effectively participated and represented the organization at high-level coordination fora and in protection coordination forums like Protection Cluster at Provincial Level, National Protection Sector Coordination Mechanism at National Level and represented Pakistan in Global Protection Cluster at International Level.
18. Established and strengthened the sustainable Referral Mechanisms and Case Management, CP Monitoring and Reporting System including review & updates of the Referral Pathways.
19. Ensured referral systems (health, education, psychosocial, income generation, food security, etc.) are identified as appropriate.
20. Ensured Gender Mainstreaming and Gender Equality and Participation in each of the project at field level.

21. Develop quality systems and tools for protection monitoring and implementation of Response Strategy / Framework and plan of action to ensure the effective collection and analysis of qualitative data relating to the protection environment, including on physical safety and security, freedom of movement, documentation, access to services, etc.
22. Closely monitored project implementation and proper budget utilization as well as ensured that project and spending targets are met, worked on monthly spending plans including reviewing budget monitoring and BVA (Budget Vs Actual) analyses.
23. Supervised and mentored direct-report staff, including communicating clear expectations, setting performance objectives, provided regular and timely performance feedback, and provided documented semi-annual performance reviews.
24. Implemented and continually improved appropriate monitoring and evaluations systems; analyzed results to ensure and enhance program effectiveness and quality and contributed regularly to all donor reporting requirements.
25. Contributed regularly to program growth through participatory program design, proposal writing, budget development, etc.
26. Led the team in the development of different organizational policies and SOPs (Standard Operating Procedures).
27. Remained active member in different entities as (i) General Secretary, South KP of State Youth Parliament Pakistan for the session 2017-18 (Membership #: SYP-9291-147). (ii) Member of District Narcotics Control Committee Dera Ismail Khan for the year 2016-17. (iii) Member of National Youth Assembly Pakistan for the session 2016-17 (Membership #: 2203). (iv) Member of National Protection Sector Islamabad for the year 2016. (v) Chairman of District Coordination Working Group Dera Ismail Khan for the year 2015-16.

Nov 2020 - Apr 2021

Field Officer

International Rescue Committee, Dera Ismail Khan, Pakistan

1. Engaged the communities using participation techniques and provided orientation to them on project objectives, targeting criteria and the process of selection of beneficiaries.
2. Conducted beneficiary identification and targeting with project staff and community leaders.
3. Worked closely with team and conducted information verification, beneficiary registration and orientation as per project plans.
4. Conducted in-depth interviews with beneficiaries/communities and conducted assessment.
5. Engaged in regular and continuous follow up with the beneficiaries regarding cash distributions.
6. Maintained record soft and hard at office and field level.
7. Performed other duties as requested by the Manager.

Jan 2019 - Mar 2019

Project Officer

Pakistan Red Crescent Society, Dera Ismail Khan, Pakistan

1. Supervised the implementation of field activities, identified gaps to Project Manager and/or Protection / Livelihood Officer for the provision of technical backstopping to the project team of implementing partners of IRC RELIEF-III project, based in DIKhan.
2. Organized the resources and utilization for effective implementation of project.
3. Led Project planning and implementation, including assessing needs, setting goals and objectives.
4. Developed project work plan and calendar or schedules; monitored, reviewed, evaluated and reported progress with all concerned.
5. Supervised project staff; assigned tasks; sets priorities.
6. Developed linkages with concern Government Line Agencies for smooth implementation of project activities.
7. Overseen records of project activities and ensured the timely completion of the project with the desired deliverable.
8. Supervised the project team and guide in performing research, analyzing information, providing documentation, and preparing reports.
9. Enabled friendly environment for project staff to effectively implement the project activities.
10. Undertaken regular monitoring and follow up support visits to the field, and provided technical support to partners.
11. Ensured all the objectives along with indicators as outlined in the project proposal are met while ensuring high quality.
12. Provided support to partners in the identification, referral and follow up of protection cases and in maintaining up-to-date case management database.
13. Closely monitored and supervised the community mobilization component of the project ensuring that CPC received timely and appropriate support from the partners.
14. Assisted the Project Manager in the development and updating of work-plans / spending plan and to implement project activities and budget spending as per agreed plans.
15. Ensured that all financial transactions within RELIEF project are in line with PRCS / IRC grants and compliance principles.
16. Assisted the Project Manager in developing an exit strategy and plan for sustainability of interventions.
17. Assisted the Project Manager in preparing and regularly updating budgets and take approval as per organizational procedures and ensured that quarterly budget variance remains within tolerance level.
18. Acted as bridge between Project Manager and implementing partners on programme budgeting, project activities and other related matters.
19. Represented IRC before various stakeholders, internal and external; public and private.

20. Participated as appropriate in assessments and responses in the case of humanitarian emergencies.

21. Followed up with partners / PM for the timely submission of reports.

22. Ensured partners maintain up-to-date record of all the data of BBCM, CSC, CM and others activities on the tools and templates developed / shared by the PRCS / IRC reporting manager.

23. Submitted daily, weekly, monthly and situational reports on protection units activities as requested;

24. Identified and recorded success stories related to protection interventions.

25. Ensured timely progress reports and financial reports, etc. are sent to the Finance department.

26. Documented protection units activities and share good practices on a regular basis.

27. Any other task assigned by the Project Manager / Project Management.

Apr 2016 - Jun 2016

Program Specialist

Human Development Organization, Dera Ismail Khan, Pakistan

1. Prepared a Strategic Plan with well-defined milestones for the implementation of project activities at district level.

2. Performed overall project management functions, and provided leadership support for all projects technical, financial and administrative matters at the district level.

3. Trained project staff to effectively implement assigned task.

4. Provided technical assistance to Finance, Admin and Logistic Department.

5. Developed, reviewed and/or edited project progress reports (monthly, quarterly, annual, etc.) to ensure quality, and work with supervisor and field team. Also, apprised supervisor/management of any critical issues as arised.

6. Provided support and backstopping for assigned programs, ensured all program objectives and goals are met in compliance with donor regulations.

7. Contributed to the monitoring of project performance in assigned topic and/or geographic area.

8. Represented the organization at meetings, conferences, and workshops.

9. Coordinated with relevant departments to ensure effective support to the field, and provided accurate information to the field regarding implementation and regulations.

10. Ensured all program objectives and goals are met in compliance with donor regulations; analyzed work plans against project deliverables.

11. Ensured adherence and compliance to HDO and donor policies and procedures.

12. Other duties, as assigned.

Sep 2013 - Mar 2016

Program Manager

Aman organization, Dera Ismail Khan, Pakistan

1. Execution of Plans and Policies.
2. Maintained and developed Organizations resources.
3. Developed the skills required to train the Staff for the proper execution of Field activities.
4. Conducted awareness sessions as Master Trainer on Human Rights, Democracy & Good Governance, Conflict Resolution, and Organization Management at community level.
5. Initiated and attended meetings with potential stakeholders.
6. Evaluated projects systematically in order to capture and share learning from what do, and to facilitate a culture of continuous individual and Organizational learning.
7. Ensured consistent and accurate administration of engagement projects including: Maintaining databases, Mail merging and distribution of invitations or information, Workshop logistics such as booking venues & Dealing with project related media enquiries and activities.

May 2013 - Aug 2013

Team Leader

Federal Rural Development Program, Dera Ismail Khan, Pakistan

1. Trained enumerators on worst forms of child labor (WFCL).
2. Developed tools to conduct survey on child labor.
3. Identified area for the implementation of project activities.
4. Carried out field activities with enumerators for primary data collection via in-depth interviews (IDI) & focused group discussions (FGD).
5. Kept close liaison with all involved stakeholders (District Government Departments and community representatives).
6. Carried out regular monitoring and supervision of the project activities by visiting the project area.
7. Productively maintained the record & coordinated with finance section for project related finance activities.
8. Successfully generated progress reports, case studies, work place observation reports & survey reports as assigned by the donor (Provincial Child Labor Unit, KPK).
9. Any other task assigned by the competent authority.

Feb 2011 - Apr 2013

Finance & Admin Manager

Aman Organization, Dera Ismail Khan, Pakistan

1. Managed & oversaw the preparation of working papers and approved budgets; ensured that expenditures for budgets, and grants and contracts are monitored and that reports are prepared to maintain balanced accounts.

2. Monitored, identified, and communicated over expenditures to senior officials and resolve funding shortfalls.
3. Oversaw the receipt of payments from donors and participated in the development of payment schedules.
4. Confirm that anticipated promotions and other increases are calculated into the cost of project.
5. Reviewed, advised, and implemented modifications to accounting systems to maximize productivity, reporting and internal controls.
6. Reviewed budget justification to ensure it relates to budgeted dollars.
7. Handled and maintained all administrative works and human resource tasks.

Jul 2009 - Jan 2011

Finance & Admin Officer

People's Empowerment And Consulting Enterprise, Dera Ismail Khan, Pakistan

1. Prepared journal entries, ledgers, balancing of books, preparation of monthly financial statements of income and expenses.
2. Implemented and improved best office operational procedures in various departments.
3. Established and maintained positive communication channels with other staff members on a wide variety of issues.
4. Provided administrative assistance to committees, task groups and support to other departments in the organization and ensured records are kept according to laid down recommendations.
5. Communicated to both Financial & Non-financial managers on the financial position of the organization.

Apr 2008 - Jun 2009

Store Manager - retail

Dera Pharmaceuticals., Dera Ismail Khan, Pakistan

1. Managed total store level operations, including staff hiring, training, evaluation and work schedules.
2. Handled budget planning and tracking, accounting and payroll.
3. Coordinate inventory control, receiving; merchandising (plan-o-grams) and store maintenance.
4. Led store to rank in top 100 locations from a divisional region of 250 locations.
5. Established sales goals, managed budgets and devises sales forecasts.

Mar 2006 - Aug 2006

Surveyor

Samsung Electronics Co., Dubai, United Arab Emirates

1. Collected data from people about the Samsung products which they are using.

2. Compared the Samsung electronic products with other electronic company product.
3. Found the changes need in products as required by the society.
4. Encouraged people to buy the Samsung products in Future.

May 2005 - Nov 2005

Sales Promotion

Tiffany & Co., Dubai, United Arab Emirates

1. Providing samples of tiffany products for promotion.
2. Talking about the product.
3. Encouraging customers to buy the products and get their feedback.

Education

2010

Gomal University

Masters in Business Administration
Banking & Finance

2007

Belford University

Bachelor of Business Administration
Marketing

2005

Emirates College for Management & Information Technology

Intermediate/A-Level , Diploma in American High School.
High School Education

Projects

Distribution of NFI Kits for Vulnerable IDPs of SWA

During the crises era of flood in Pakistan, 43000 HouseHolds only in Dera Ismail Khan and approximately 15000 HouseHolds in District Tank were destroyed. These houses included house of IDPs where they were living with host families. Organization did rapid assessment and submitted to different funding agency to obtain support for the achievement of set objectives of emergency response.

International Organization for Migration picked the organization concept and contacted with senior management, as a result, IOM signed MOU with Aman Organization and provided US\$470588 for the distribution of NFI among the flood affected IDPs families in 47 union councils of Dera Ismail Khan.

Total 30,800 (16,300 women and 14,500 men) beneficiaries were facilitated in this Project.

Provision of NFI & Shelter Assistance Kits for IDPs of SWA

In response to the on-going emergency situation of refugee crises and flood in Pakistan, Aman Organization implemented the Project focusing on NFI / Shelter through Emergency Response Fund of United Nations Office for the Coordination of Humanitarian Affairs in District Dera Ismail Khan.

Total 13,500 (7,000 women and 6,500 men) beneficiaries were facilitated in this project.

Flood Project

In 2010, almost all of Pakistan was affected when massive flooding caused by record breaking rains hit Khyber-Pakhtunkhwa and Punjab. The number of individuals affected by the flooding exceeds the combined total of individuals affected by the 2004 Indian Ocean Tsunami, the 2005 Kashmir earthquake and the 2010 Haiti earthquake. At least 2,000 people died in this flood and almost 20 million people were affected by it.

So, People's Empowerment And Consulting Enterprise implemented Food Distribution Project funded by United Nations

World Food Programme to assist in Pakistan\'s flood emergency for Flood Effected families by focusing on Food Security in multiple cities including District Tank.

Early Recovery Project

The 2009 refugee crisis in Pakistan was the massive displacement of civilians in the Khyber Pakhtunkhwa of Pakistan, over 1.2 million people have been displaced in across Pakistan\'s Khyber Pakhtunkhwa, joined by a further 555,000 Pakistanis uprooted by fighting since August 2008. The refugees are known in Pakistan as Internally Displaced Persons (IDPs).

So, People\'s Empowerment And Consulting Enterprise implemented Food Distribution Project funded by United Nations World Food Programme for IDPs families by focusing on Food Security in multiple cities including District Tank.

Languages

Pashto
Beginner

Saraiki
Expert

Hindi
Intermediate

Urdu
Expert

English
Expert