

Education

Sindh Board of Technical Education
Diploma in Computer and Business Management,
Computer Science | Karachi
May 2006

University of Karachi
Bachelor of Commerce, Business Economics | Karachi
August 2003

Aisha Bawany Government College
I Com, Accounting | Karachi
August 2001

New Bright English Grammar School
SSC, Science | Karachi
August 1999

Certifications

Computerized Accounting
Memon Industrial and Technical Education
Starting October 2014

Advance Excel
Memon Industrial and Technical Education
Starting October 2014

Microsoft Office
Pak College
Starting May 2005

Diploma in Computer Hardware and Networking
Sindh Board of Technical Education
Starting November 2004

Skills

Data Entry

Awards

Employee of the Year, Hantex Spinning
January 2013

Industry

- N.G.O./Social Services
- Manufacturing
- Services
- Consultants

Functional Area



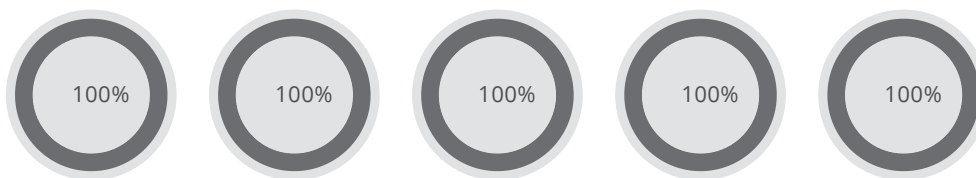
Muhammad Kashif Khan

Field Supervisor / Supervisor @ Riz Consulting

Summary

7 Years Experience in Social Development Sector completed 8 Projects with different organizations.
Work as a District Supervisor, Lister, Social Mobilizer and Monitoring & Evaluation Assistant. Have Experienced in Monitoring and Evaluation of Projects and conduct interviews.
Fast Learner
Team Player.
Motivat professional with successful track record of profitable outcomes.
Accustomed to handling sensitive and confidential records.
DemonstDemonstrated history of producing accurate, timely result, flexible and versatile.
Able to maintain sense of humour under pressure.

Specialities



Analyze Data

Communication Skills

MS Office

Development

Research

Work Experience

1 Month

Oct 2023 - Present

Districts Field Facilitator
Chip Training & Consulting

HR Support: Assisting in recruitment, onboarding, and offboarding processes, maintaining personnel records, and managing employee benefits and leaves.

Compliance: Ensuring adherence to labor laws, regulations, and company policies regarding payroll, benefits, and employment practices.

Communication: Liaising with employees regarding payroll matters, HR policies, benefits, and resolving any issues they may have.

Reporting: Generating reports related to payroll, employee attendance, turnover rates, and other HR metrics as needed by management.

Continuous Improvement: Implementing and improving HR and payroll processes to enhance efficiency and accuracy.

Employee Education: Communicating attendance policies to employees, ensuring they understand the rules, procedures, and consequences of non-compliance. Conducting training sessions or orientations as needed.

Tracking and Recording: Overseeing systems or tools used to track employee attendance, leaves, overtime, and any deviations from the standard schedule. Ensuring accurate records are maintained.

Monitoring Compliance: Regularly reviewing attendance records to identify patterns, trends, or discrepancies. Addressing issues promptly, such as excessive absenteeism or non-compliance with attendance policies.

Legal Compliance: Staying updated with relevant labor laws, regulations, and industry standards related to attendance. Ensuring the organization's attendance policies align with these laws and making necessary adjustments if required.

- Researcher
- Data Entry
- Field Operations
- Accounts, Finance & Financial Services
- Administration And Office Support

Languages

- English - Native
- Pashto - Native
- Urdu - Native

Hobbies

- Reading
- Cricket
- Internet Surfing
- Travelling

Documentation and Reporting: Maintaining detailed and accurate records of attendance, leaves, and related matters. Generating reports for management, audits, or compliance purposes.

Handling Requests and Disputes: Managing employee requests for time off, leaves, or accommodations due to special circumstances. Resolving attendance-related disputes or grievances.

1 Month

Mar 2023 - Apr 2023

Field Supervisor / Supervisor
Semiotics

KASHF impact assesment survey.
Conduct household survey.
Conduct interview of beneficiaries.

3 Months

Feb 2023 - May 2023

Field Supervisor / Supervisor
Ipsos Pakistan

Deworm the world initiative Pakistan
Attend training and conduct interview of participants.
Monitor the field work.
Validate the project by doing household survey

2 Months

Nov 2022 - Jan 2023

Monitoring Officer / Evaluation Officer
Sindh Food Department

Supply Chain Supervisor
Food Department Govt of Sindh
Karachi

Food Department Govt of Sindh Supply Chain Supervisors on daily basis in Karachi to monitor the supply of subsidised flour (Atta) at various sale points in Karachi.

Job Details:

- Monitoring of supply of Atta by flour mills in Bachat Bazars of Karachi.
- Documentation of arrival of vehicles carrying subsidised Atta in Bachat Bazars of Karachi.
- Reporting of daily arrival and sale of Atta in Bachat Bazars.
- Monitoring of supply of subsidised Atta at mobile stalls.
- Documentation & reporting of atta supplied at mobile stalls and sale points in Karachi.

3 Months

Jan 2022 - Apr 2022

Senior Research Assistant
Agha Khan University

Field Monitoring of Teams.
Data Analysing
Data Entry
Data Cleaning
Ehsas Nashunuma Program (ENP)

24 Months

Nov 2021 - Present

Field Supervisor
Riz Consulting

Digitize UC/AIC boundaries of selected UCs by using a digitization application.
Track mobile teams & supervisors using GCSS (Geographic Coverage Support System) application and identify missing or poorly covered areas during the intra campaign phase.
Conduct training session UCPO, UCMO, UCCO, AIC & Team Member on GCSS application.
To compile the work plan.
To Monitor the RIZ field monitors in intra campaign.
5. To keep coordination with RIZ HQ, and DDPO focal person.

4 Months

Oct 2021 - Feb 2022

Researcher / Research Officer
People's Primary Healthcare Initiative (PPHI) Sindh.

"Study in health system analysis and evaluation of the barriers to availability, utilization and readiness of selected sexual and reproductive health services in Covid-19 affected ares".
Conduct In depth Interviews From Sexual Reproductive Health Patients from different Hospitals and Transcribed it.
Conduct Focus Group Discussion From Sexual Reproductive Health Patients from different Hospitals and Transcribed it.
Conduct In Depth Interviews Health Care Providers from Sexual Reproductive Health from different Hospitals and Transcribed it.



Nov 2021 - Dec 2021

Digitization of Poor & Missed Covered Areas of Polio Campaign

Riz Consulting

Tools: GCSS (Geographic Coverage Support System) Application

Digitize UC/AIC boundaries of selected UCs by using a digitization application.
Track mobile teams & supervisors using GCSS (Geographic Coverage Support System) application and identify missing or poorly covered areas during the intra campaign phase.
Give training to UCCP, UCCO, AIC & Team Member how to use GCSS application.

Oct 2021 - Present

Health system analysis and evaluation of the barriers to availability, Utilization and readiness of selected sexual and reproductive health services

People's Primary Healthcare Initiative (PPHI) Sindh.

Tools: Quantitative In depth interviews and Focus Group Discussion.

Study in health system analysis and Evaluation of the barriers to availability, Utilization and readiness of selected sexual and reproductive health services in Covid-19 affected areas.

Feb 2021 - May 2021

Dissemination and Reinforcement of Basic Preventive Message on Covid-19 in Urban and Peri Urban Union Council

The Rural Support Programmes Network

Registered persons for vaccination through door to door , Market Comitee, Shops and Religious places.
Convey Message (Prevention Measures against Covid-19 and Follow the SOP's) through Social Mobilizing Covering Markets (Shop to Shop Meeting).
Youth Corner Meeting.
Megaphone announcement.
Religious leader Meeting.
announcement from Religious places.

Mar 2016 - Mar 2020

Benazir Income Support Program

Oxford Policy Management

Operational Review, Monitoring and Beneficiary Feed Back.
Spot Check Point of Sales.
Spot Check Campside.
School Survey.

Covid Response - Interactive Research Development

Covid 19 Responce
Collect Data and Cleaning of Data from Health Officer's.
Provide Oxygen Cylinder to Clinincs in Community.
Screening of Patient from selected clinics.
Meetings with Doctors.
Locate area where most need of Oxygen Cylinder,

Education Fund For Sindh - Oxford Policy Management

HOUSEHOLD SURVEY FOR EDUCATION FUND FOR SINDH
SCHOOL SURVEY FOR EDUCATION FUND FOR SINDH.

National Socio Economic Registry - Innovative Development Strategies

MONITORING OF RURAL SUPPORT PROGRAME NETWORK (RSPN) SURVEY.

Sindh Education Non State Actor - Oxford Policy Management

QUALITATIVE RESEARCH
RESEARCH ON TRANSITION EXPERIENCE OF BRAC/HANDS STUDENTS.
MONITORING & TEACHER VERIFICATION OF BRAC SCHOOL.
STUDENT ASSESMENT ON ASAR TOOL.

Fortification Assessment Coverage Tool - Oxford Policy Management

Household Listing

National Household Survey on Social Protection and Cohesion - Sosec International Private Limited

NATIONAL HOUSEHOLD SURVEY ON SOCIAL PROTECTION & COHESION IN PAKISTAN.
CONDUCTED BY WORLD BANK.

Benazir Income Support Program - National Rural Support Program

Micro Supply Capacity Assesment and Enrolling Un Enrolled children belonging to beneficiaries families.

Deworm the world initiative Pakistan - Ipsos Pakistan

Tools: iField

Attend training and conduct interview of participants.

Monitor the field work.

Validate the project by doing household survey.