

# Muhammad Mudasir

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## **Professional Summary**

An experienced professional in the field of Research, Monitoring & Evaluation (M&E) and Project management. Gained diversified experience being part of different well-known projects. Successfully implemented and monitored projects, and conducted and managed field surveys and research in addition. Managed Human Resources and field-level activities being part of the team at the grassroots level. Fully aware of challenges and solutions required.

Worked on Projects associated with the Government, International NGOs, and International Public Organizations. In addition to this Research, M&E, and Project management are my core areas of expertise.

## **Key Skills**

- Development of EOI and Technical & Financial Proposal.
- Field monitoring and development of monitoring reports
- Data collection and survey development skills in social science research.
- Project Planning, Management & Implementation
- Communication and presentation skills at both organizational and client levels.
- Expert level knowledge of MS Office suite, Presentational, and visualization software.

## **Software Skills**

- Development of Proposal
- STATA
- CS Pro
- MS Word, Excel & PowerPoint
- Data Collection & Analysis
- E-Views
- Project Management
- SPSS
- Research & Report Writing

## **Professional Experience**

**APEX Consulting Pakistan** [www.apexconsulting.biz](http://www.apexconsulting.biz)

**Monitoring, Evaluation and Research (MER) Officer (February 2022 to till date)**

### **Main Responsibilities Performed:**

- Project Management and Execution
- Close Communication with Clients, Senior Management, and Project Consultants
- Reporting to senior management through emails regarding project updates
- Provide Assistance in the Development of Qualitative and Quantitative Tools
- Designed questionnaire in CSPro CAPI application for real-time data collection
- Imparting Training to Field Teams and pre-testing of Questionnaires
- Supervision of field teams in Data Collection
- Data Management, tagging, and Cleaning
- Project Reports Development

- Organized research projects from the early planning stages to project completion.
- Conduct Secondary Research
- Managed field visits to collect data through interviews and/or group discussions.
- Coordinated with clients and project team successfully.
- Develop field visits and monitoring reports.

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**Monitoring, Evaluation and Research (MER) Associate (January 2021 to February 2022)**

**Main Responsibilities Performed:**

- Conducted comprehensive secondary research and crafted compelling Expression of Interest (EOI) documents to pursue potential consulting opportunities in social sector development.
- Evaluated and screened new business prospects in social sector development consulting, providing insightful analyses to aid management in making informed Go/No Go decisions.
- Managed and updated a database of screened business opportunities, tracking actions taken and outcomes for efficient decision-making processes.
- Contributed to the preparation of bid responses, including EOIs and Requests for Proposals (RFPs), by compiling capability statements, personnel CVs, and technical and financial proposals.
- Played a vital role in team formation by identifying and assembling project teams from a roster of social sector professionals and leveraging APEX's extensive network of partners and associates.
- Maintained meticulous records of all EOI and RFP responses on a cloud-based server, ensuring accessibility and organization of crucial documents.
- Provided editing and formatting support for various documents, including proposals and reports, to maintain consistency and professionalism in communications.
- Facilitated effective communication by drafting detailed meeting minutes and diligently following up on action points to ensure timely execution and accountability.

**Projects completed:**

**1. Project: Teacher’s Competency Assessment (TCA) in Afghanistan**

**Client:** UNESCO Afghanistan

**Role:** Project Coordinator

**Main Responsibilities Performed:** Performed as main focal point for all activities (including review of project documents, reports, questionnaires, monitoring of field activities and data collection, etc.) between UNESCO and the project team. Served support staff for the implementation of project activities effectively and efficiently.

**2. Project: Country Program Evaluation of Water Aid Projects**

**Client:** Water Aid Pakistan

**Role:** Project Coordinator

**Main Responsibilities Performed:** Performed as main focal point for all activities between Water Aid staff and project team. Served support staff for implementation of project activities effectively and efficiently.

**Main Responsibilities Performed:** Organized training sessions for the field staff. Mapping out training plans and schedules. Designed and developed training modules and charts.

**3. Research paper “Macro-Economic Determinants of Economic Growth in Pakistan”**

It was about measuring the impact of Government expenditure, Domestic Saving, inflation, Domestic Investment, and Net Export on the GDP economic growth of Pakistan. Time series data of dependent and independent variables from 1990 to 2019 taken from World Development Indicators was used. Both stationary on level and on 1st difference variable were used. Results were drawn through EViews and SPSS software by applying the Autoregressive Distributed Lag (ARDL) Model as well as statistical tests including “Unit root test”, “ARDL Bound test” “co-integration long run”, etc.

**4. Participated in Development Policy Institute (SDPI) as a volunteer mobilizer in 6 months program named “Youth Engagement for Knowledge Sharing” Sustainable Development Policy Institute (SDPI), Islamabad Pakistan). It was about sharing knowledge on the pandemic of COVID-19. Got training from SDPI and transferred knowledge to communities of Islamabad and Rawalpindi districts regarding COVID-19. Guidelines for precautionary measures at households, educational institutes, offices, during travel, and public places were shared with the general public.**

**5. Knowledge Attitude and Practice (KAP) surveys in Rawalpindi and Islamabad on COVID-19 for SDPI and NUML University.**

Surveys were about data collection on COVID-19 from the general public, educational institutes, offices, markets, bus stops, etc.

**Education**

1. **MSc Economics** **2023** National University of Modern Languages Islamabad.
2. **BA (Economics)** **2020** Bahauddin Zakariya University, Multan
3. **Intermediate** **2017** BISE, DG Khan
4. **Matric** **2014** BISE, DG Khan

References will be provided if required.