MUHAMMAD WASIF ATTA

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Date of Birth: 10th July 1983

OBJECTIVE

Achieve a key position in a dynamic team, working in the field Development Sector, where I can turn my educational qualifications into a career-boosting experience.

QUALIFICATIONS

Professional:

* M.A (Economics) Balochistan University (2009)
* M.BA (Finance) Iqra University Karachi (2007)
* B. A (General Science) Balochistan University (2004)

Academic:

**HSC - (Computer Sc.)** acquired 2nd Division from the Federal Board of Intermediate Education in 2001.

**SSC - (Science Group)** acquired the 1st Division from the Federal Board of Secondary Education in 1999.

**INTERNATIONAL EXPOSURE:**

* Have visited the following countries for exposure visit/study
	+ United Kingdom
	+ Australia

(Intensive English from KAPLAN International Colleges, Melbourne)

PROFESSIONAL EXPERIENCE

Communication & Reporting Officer (1 Jan 22 to 31 Oct 23)

Working in the Project of Micro Merger Pvt at Data Support Center Quetta, fully responsible to ensure that all information (POLIO & Communication COMNet)) and data from the field is captured, documented, analyzed through multiple tools (Graphs, GIS, Tableau, Power BI ect) and reported in a results-based and timely manner for donors and internal purposes.

* Ensure effective communications, visibility, and knowledge management;
* Develop, implement and monitor a project communication and visibility plan, facilitating better understanding among partners about program progress.
* Undertake filed visits to gather the information and results related to the program.
* Providing support in preparing project interim reports by compiling M&E data to provide empirical evidence in compliance.
* Contributing to staff knowledge and understanding of the M&E plan and the data collection tools and processes
* Assist the all components program in producing and documenting all kinds of program-related reports.
* With input from the UNICEF Focal Person, produce high-quality progress reports and analysis.
* Support program staff in organizing and managing seminars, workshops and field visits as required;
* Provide relevant expert services to the data unit, implementing partners on reporting and communications and acting as a facilitator or trainer;
* Provide through reporting continuous analysis, facilitate program review, evaluation and results.
* Ensure the maintenance of data quality and appropriate use and recording of all project activities and results;
* Implement all reporting and communication work of the program.
* Perform any other duties assigned by the higher-ups

Provincial Focal Person (3rd Mar 17 to 31 Dec 21)

Working in the Project of Micro Merger Pvt at Data Support Center Quetta, tasks in collecting all reports from allocated DCs regarding POLIO data, communication, and coordination with UNICEF Focal Person for updates of assigned districts. Organizing, delivering, and evaluating reports as per the strategic plan. Identify and eliminate reports errors received from concerned DC’s, send reports to UNICEF Focal Person and Project Manager, Communication with COMNet staff, keep records for future reference and check. Inform UNICEF Focal Person and Field In-charge if there is any delay in data receiving or bad data. Any other task assigned by the Project Manager.

Preparation of reports and presentations, preparation of data analysis with multiple tools, train employees on the database, excel, power point. Training of field staff on data and its process on need basis. Identify challenges and suggest appropriate action plans. Develop new strategies for growth and output. Build positive working and learning environment for team members. Assist in employee recruitment, retention and termination activities. Ensure that teams follow company policies and procedures at all times.

District Coordinator (17th Oct 2015 to 2nd Mar 17)

Plan and coordinate operations regarding POLIO data in district offices to achieve organizational goals. Mange large data, prepare reports whenever needed, data validation and verification with analytical tools. Perform resource allocation, workload assignment and schedule management for POLIO campaigns. Manage a team of professionals on daily basis to meet or exceed objectives. Identify skill gaps and schedule trainings to team-members.
Address team concerns and provide direction whenever needed. Ensure that all operations are done in accordance with provided standards. Preparation of reports for UNICEF and field staff etc. Resolve all issues and ensure to provide output. Conduct performance evaluation of team members and provide feedback for improvements. Build strong working relationships and maintain effective communications with team members.

(Nov 2014 to June 2015)

Responsibility: Admin Officer.

Served “Balochistan Rural Support Program" (BRSP) as Admin Officer. Manages and execute project and support activities, overall responsibility is to manage and ensure the project activities in the given time.

Responsible of office management, record keeping of Admin and logistics, POL and vehicle maintenance in district Khuzdar, Liaise and negotiate with vendors and contractors on matters relating to the supply of office products including computers, stationery and equipments, activities and trainings etc, tagging and asset management, preparation of invoices, managing petty cash, and undertake any other task as directed by the management.

Documentation Officer (Feb 2013 to May 2013)

Served “Balochistan Rural Support Program" (BRSP) as Documentation Officer. Overall responsibility is to manage the Documentation and Research processes and results, including forecasting, analysis, development of tools & models.

Responsible for keeping all documents related to Project and program,

Responsible for tracking activities with Implementation plan

Responsible for preparation of monthly work plan for program

Responsible for documenting the monthly achievements against the stipulated work plans

Responsible for documenting the case studies

Responsible for documenting the key achievements under the project/program

Responsible for compiling and documenting the monthly progress reports

Responsible for documenting and sending different reports to externals

Responsible for documenting the different inventories under the project

Responsible for documenting and disseminating the all visibility under guide lines

Responsible for documenting the training reports under the project

Responsible for preparing reports, minutes of meeting, community events and activities, training reports.

Other responsibilities related to data capture and management as required.

(June 2011 to Oct 2012)

Responsibility: Senior Finance Officer.

Served “Tameer-e-Khalq Foundation (TKF) as Senior Finance Officer since June 2011 to Oct 2012. Main responsibilities include, managing all financial affairs of TKF and provide exhaustive support on both financial and operational matters. Preparation of different budgets, their periodical comparisons with actual and work plans, provide monthly and periodic financial reports to CEO/ BOD. Prepare and submit different international donor’s reports on their own format on monthly basis. Deployment of efficient and effective internal controls. Timely payment of field advance and their timely adjustments. Preparation of time sheets, preparation and disbursement of payroll of more than 80 employees. Dealing with tax matters, facilitating internal external audits. Field visits to different project areas. Review of existing SOPs and formulate new policies/sops/ procedure based on the critical process reviews and future needs of TKF. Responsible for release of funds to districts/ field units on regular basis, adjustment and clearance of advances before release of new advances.

April 2009 to June 2011)

Responsibility: Admin & Finance Officer.

I was responsible for all financial matters of TKF Baluchistan. Release of monthly/quarterly grants to districts. Establish and maintain cash control, Prepare and reconcile bank statement, establish, maintain and reconcile the general ledger. Process supplier invoices, issue cheques prepare income. Field visits, booking of expenses in financial software of accounting. Preparation and disbursement of monthly payroll. Prepare quarterly/ annual budgets district wise. Prepare budget analysis for submission to supervisor. Responsible for facilitating internal/external auditors etc. Field visits to different project areas in order to analyze, ground verification, and capacity building of field teams.

Liaise and negotiate with vendors and contractors on matters relating to the supply of office products including computers, stationery and equipments. I am directly responsible for reporting to senior management for the employment of effective internal control systems, supervise administration staff, provide administrative and secretarial support to all Managers, maintenance of Vehicles and office equipments, POL maintenance, managing trainings and workshops, tagging and asset management, preparation of invoices, managing petty cash, and undertake any other task as directed by the management.

Key Achievements in TKF

My key achievements in TKF includes: Implementation and strengthening of accounting software. Strengthening of F&A systems, design and implementation of F&A and other support departments SOPs. Successful deployment of regional accounting setups in 6 districts. I have also obtained different trainings i.e. from USAID, UNHCR, and CONCERN etc for professional competencies. I have built a very good team here in TKF. Extensively engaged in the field, responding emergency during the devastated flood.

(June 2006 to Dec 2008)

Worked with Taraqee Foundation (TF) as Accountant, Main responsibilities include planning, controlling, budgeting, cash flows, dealing with tax matters. Collect invoices/bills and make payment, ensuring the prevailing financial rules and regulations, keep financial documents and records to meet the organizational and project requirements, make advance payment of travel allowance, per diem and travel advance, reconcile bank statement, preparation of bank & cash book, preparation of variance report, weekly and quarterly reporting etc.

**(Mar 2005 to Mar 2006)**

 During tenure of mandatory training with the M/S Umar Siddiqui & Co. Chartered Accountants**,** I successfully completed various assurance and business advisory services and have worked closely with the clients in understanding their business issues, assisting in tailoring the firm’s products to match their needs and managing firm’s resources to complete the project, documentation of reports, data analysis.

SIGNIFICANT ACHIEVMENTS: While serving following are the significant professional achievements

* Lead Six (6) Financial Management Training as Master Trainer in District Khuzdar.
* Undertake institutional strengthening exercise documenting all policies, procedures, SOPs for BRSP, including, F&A, Internal audit, Admin, Logistics, HR, etc.
* Team Building of F&A in TKF
* Team building of IT section at TKF

PROFESSIONAL DEVELOPMENTS

* Attend 4 days Training on “Documentation & Research Management" organized by UNHCR
* Attend 3 days Training Workshop on “procurement management workshop for policy makers”
* Attended 4 days Workshop on " Logistic, HR & Finance" conducted by CONCERN
* Attended two days training cum Seminar on “Gender Sensitization" of UNDP co partner with Govt. of Balochistan
* Attended two days training cum Seminar on “Legal Literacy" of UNDP co partner with Govt. of Balochistan.
* Attended three days training on “Financial Management" of BRSP co partner with EU

COMPUTER LITERACY

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| --- | --- |
| * DIT
* Corel Draw
* Accounting Software‘ Quick Books’
 | * Adobe Photoshop
* Ms Office
* Windows 7 & 8
* Troubleshooting
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REFERENCE

**Mr. Ikram Ul Haque Umar Waqas**

Sr. Manager Operations Project Coordinator

Baluchistan Rural Support program Micro Merger Quetta

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