



## Curriculum Vitae

### Personal information

First name(s) / Surname(s)

**Mushtaq Ahmad**

Father Name

**Izat Khan**

Current Postal Address

Village and P.O Tajori, Tehsil Ghazni Khel, District Lakki Marwat, KPK, Pakistan

Permanent Address

Village and P.O Tajori, Tehsil Ghazni Khel, District Lakki Marwat, KPK, Pakistan

Mobile

+92 345 – 9857789 / +92 319 – 9405454 / +92 341– 8320694

E-mail(s)

[mushtaqahmad1000@gmail.com](mailto:mushtaqahmad1000@gmail.com)

Nationality

Pakistani

Date of birth

05/04/1992

Gender

Male

National Identity Card No.

11201-4538539-9

### Work experience: (More than 05 Years)

Dates **01/10/2023 to 29/02/2024**

Occupation or position held **Field Monitor IPM-EPI**

Main activities and responsibilities

Worked as a **Field Monitor** with **MicroMerger Pvt. Ltd.** in Independent Program Monitoring EPI Project at District Lakki Marwat.

Dates **01/01/2023 to 15/10/2023**

Occupation or position held **Transfer and Account Officer Peshawar**

Main activities and responsibilities

- Transferring Plots from one Party to another Party, Collecting FBR withholding tax.
- Overseeing day-to-day operations of the office, ensuring a smooth workflow, and managing office supplies and equipment.
- Maintaining accurate and organized records, including personnel records, financial documents, contracts, and other important paperwork.
- Overseeing maintenance and repairs of the office space, coordinating cleaning services, and ensuring a safe and comfortable work environment.
- Preparing reports, presentations, and documents for internal and external use.
- Preparing regular financial reports, statements, and analyses for management.
- Maintaining accurate and up-to-date financial records, including invoices, receipts, and financial statements.
- Monitoring cash flow, forecasting financial needs, and making recommendations to ensure the organization's financial stability.

Name and address of employer

**Rifah and Zohaib Associates Peshawar (Real State Organization)**

Dates **01/01/2022 to 31/10/2022.**

Occupation or position held **Provincial Monitoring and Reporting Officer KP**

Main activities and responsibilities

- Report on a real-time basis (daily, weekly, monthly) using the online database and offline to the client with a categorization of performance level and gaps in the following areas. The federal Third-party team will coordinate with the provincial third-party teams for report compilation.
- Monthly submission of the complete datasheet against all the indicators along with the narrative and presentation to their respective coordinator and third-party M&E.
- Ensure the quality of reports, proper communication, and evidence of any field findings and take responsibility for the reports submitted for achievements, gaps, and challenges
- Submit different quarterly, monthly, weekly, and daily monitoring reports. The monthly work plan will be submitted and based on this, the monthly monitoring reports will be shared with a third party furthermore, checklists, for the data/ reports will be uploaded regularly on an online system for analysis at the provincial and federal level
- The daily, weekly, and monthly reports in terms of all phases of the assignment along with daily activity, summarized daily reports in word, and PowerPoint, summarized daily and weekly sheets and reports summarized weekly along with detailed monthly progress reports for each activity conducted alongside real-time issues reported by field staff with a compiled set of reports (Word, Excel, PowerPoint) covering activity that will be held in any district/province assigned within or other than the set indicators and criteria.

Name and address of employer

**Micro Merger Pvt. Ltd**



Dates **01/01/2019 to 31/12/2021**  
Occupation or position held **Third Party Field Monitor (TPFM) Lakki Marwat**  
Main activities and responsibilities

- 3<sup>rd</sup> party monitoring of COMNet staff (an IP of UNICEF) and overall PEI program.
- Monitoring & validation of COMNet staff's activities in the field in different COMNet deployed UCs and HR UCs.
- Monitoring of Polio vaccination teams during campaign in different Union Councils.
- Participation in meetings held at district level and Union council level i.e., DPEC, UPEC and evening Meetings at DC office.
- Monitoring of AICs training and Polio vaccination teams training.
- Visits to randomly selected covered missed children households from Missed children Log Book for validation.
- Visits to different Nomadic camps and IDP camps for communication meetings and validation in the field.
- Reporting to UNICEF via Micro Merger Provincial Coordinator.

Name and address of employer **Micro Merger Pvt. Ltd**

Dates **15/11/2017 To 31/10/2018**  
Occupation or position held **Behaviour Change Communication Officer (BCC Officer) Lakki Marwat**  
Main activities and responsibilities

- To assist in planning and organising of the BCC activity schedule in the work plan in the target Districts/Agencies
- To conduct BCC sessions with LHWs, CBOs, Community elders.
- To develop close liaison with National program i.e. NP coordinator, LHS
- To conduct health education sessions, distribute IEC materials in areas prone to outbreaks.
- To monitor BCC activities conducted by LHWs/CBOs

Name and address of employer **Frontier Primary Health Care (FPHC) Lakki Marwat**

### **Academic Qualification:**

Dates 01/11/2009 - 31/12/2015  
Title of qualification awarded **MBA 3 ½ Years (Finance)**  
Name and type of organisation Institute of Management Sciences,  
providing education and training University Of Science & Technology Bannu, KP, Pakistan  
Obt. Marks / Total Marks 2461 / 3200

Dates 01/09/2009 - 19/09/2011  
Title of qualification awarded **B.Sc Maths & Statistics.**  
Name and type of organisation Govt Degree College Tajori Lakki Marwat  
providing education and training University Of Science & Technology Bannu, KP, Pakistan  
Obt. Marks / Total Marks 330 / 550

Dates 01/09/2007 – 21/07/2009  
Title of qualification awarded **F.Sc (Pre-Engineering)**  
Name and type of organisation Govt Degree College Tajori Lakki Marwat.  
providing education and training BISE Bannu  
Obt. Marks / Total Marks 625 / 1100

Dates 01/04/2005 - 20/07/2005  
Title of qualification awarded **Matriculation**  
Name & Type Of organization Govt High School Tajori Lakki Marwat  
Providing Education & Training BISE Bannu  
Obt. Marks / Total Marks 662 / 900

### **Additional Qualifications**

- i. **Hafiz Quran**
- ii. **DIT (Diploma in information Technology (2013))**
- iii. **06 Months Computer Short Courses**

Mother language(s) **Pashto**  
Other language(s) **English & Urdu**

### **References:**

**References available upon request.**