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| **MUSTAFA RAZA****M.sc Health Management& Economics & MBA-Finance** |
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| **OBJECTIVE** |
| To work in an organization, that has marvelous working atmosphere, stiff competition and has conspicuous chances for growth, where I can prove myself through utilizing my skills to achieve organizational goals efficiently. |
| **EDUCATION** |
| * **Master in Public Health (Health Management& Economics),** Health Services Academy, Pakistan (HSA) Affiliated with Quaid-i-Azam University, Islamabad.
* **Master in Business Administration (Finance),** PMAS University of Arid Agriculture, Rawalpindi.
* **Bachelors in Commerce,** Punjab College of Commerce, Islamabad.
* **Intermediate in Computer Science,** Petroman Training Institute, Islamabad.
* **Matric in Science,** FBISE, Islamabad.
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| **WORK EXPERIENCE** |
| **Position:** Field Supervisor **Duration:** Nov 2023 to Feb 2024**Organization:** Rivets Learning Pvt. Limited**Project:** Ex-post evaluation of “Support to the TEVET Sector in Pakistan Project” (TEVET III) (Impact Review)**Roles & Responsibilities: -*** Track the progress of Data collector/Enumerator against their work plans;
* Conduct field visits to target Provinces (AJK, GB, Islamabad) to identify CCT-Graduates lists from different technical institutes (private and government);
* Observe all field activities conducted by Data collector/Enumerator and ensure that work is being done according to schedule;
* Maintain proper record of all collected hard data;
* Participate in the project meetings, events, and training at various levels, as required;
* Document and report on lessons learnt emerging from project monitoring activities;
* Conduct KII’s and case studies as per design and share data with Rivets Learning (Pvt.) Limited for further analysis;
* Overseeing errors and correction of errors in the collected data by Data collectors/Enumerators;
* Perform any other official task given by the Field Coordinator.

**Position:** Data Entry Supervisor **Duration:** April 2022 to May 2023 **Organization:** Finish Consulting Group & CAB International**Project:** TA-9866 PAK: Preparing the Punjab Agriculture Markets Development Project – Output 1 – Feasibility and Project Design Study (53070-002)**Roles & Responsibilities: -*** Development of several data entry portal/databases for each stakeholder (farmer, input Suppliers, traders, importers etc.)
* Development of data entry desktop base software for different actors and for different commodities.
* Organization of forms, complies, and sorts documents for data entry, assigning unique codes so it can be track/matched after data entry of questionnaires.
* Data editing to detect of errors that would affect the validity of outputs. Detecting values and outliers and adjust them. Provide information enabling assessment of the overall level of accuracy of the data validate the data for the purposes it was collected for.
* Reviewing all documents and information for accuracy and informing the supervisor of any errors and inconsistencies.
* Data entry of Value Chain Study questionnaire of different stakeholders. Transfer information from paper format (Questionnaires) into Computer files using Keyboards.
* Software for double data entry application.
* Assign work to data entry operators (DEO’s), prepare daily roster to enter the work accomplished on daily basis.
* Overseeing errors and correction of errors in the entered data.
* Synchronization of data on daily basis along with daily backup.
* Performs regular backups to ensure data preservation.
* Serves as a liaison between data entry operators and supervisor, assessing current and future data entry needs and ensuring proper staffing to address those needs.
* Complete additional assigned tasks as required.
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**Position:** Trainer/Zonal Field Manager/Provincial Coordinator **Duration:** November 2015- December 2021 (intermittent Basis) **Organization:** APEX Consulting Pakistan, Islamabad

**Project:** Third Party Field Monitoring of Post-Polio Campaign Monitoring Project (PCM) & Lot Quality Assurance Sampling (LQAS) (Funded by Bill & Melinda Gates Foundation)

# Trainer Roles & Responsibilities: -

* Develop session plans and execute trainings in accordance with the designed criteria and session plan;
* Responsible for the preparation of the materials and equipment for each training event;
* Ensure the quality of training in terms of preparation, delivery, and effectiveness;
* Document lessons learned and best practices for curriculum development;
* Responsible for maintaining soft and hard copies of up-to-date training materials;
* Provide feedback and arrange debriefing session with co-trainer, training, and logistic assistants at each day-end of the training session;
* Deal with the logistical aspect of the training, visit training venue to ensure the arrangements at least one day before training, in coordination with the National Logistic Manager;
* Ensure the efficient administration and smooth running of the training by supervising training and logistic assistants during the training, coordinate with control room for daily training attendance sheet and PRE & POST test timings;
* Ensure the processing and submission of PRE & POST test and evaluation forms.
* Ensure timely submission of training reports, training assistant assessment and attendance after training;
* Ensure the accurate recording of participant information and timely submission of attendance sheets / registration sheets (hard & soft copy);

# Zonal Field Manager Roles & Responsibilities: -

* To participate in Review and Planning workshops / Trainings and provide feedback to program on the quality of methodologies established to collect monitoring data from field and develop comprehensive planning for the upcoming rounds;
* To ensure pre-field preparation for the monitoring activities including realistic field plans, availability of essential material, logistics arrangements, working devices, and formation of zonal coordination groups for timely dissemination of the instructions and information;
* To oversee and execute the field activities as per shared consolidated field work-plans through close coordination and comprehensive support including technical, administrative, and budgeting assistances;
* To ensure timely provision of team’s deliverable including data, cluster pictures, feedbacks, and true assessments against decided indicators;
* To ensure no violation is made by the field teams against the designated field implementation protocols and other related policies of the program;
* Timely resolve and log the field issues with proposed solutions as per protocols on daily basis. Moreover, provide active feedback and follow-up to field teams against external monitoring reports through necessary coordination;
* Undertake regular visits to the fields to support implementation of field activities, monitoring, check the quality of data produced, and to identify where adaptations might be needed;
* Take follow-up and feedback on the observations and recommendations shared by Provincial Coordinators;
* To ensure submission of actual daily field attendance of filed teams of the respective with National Field Manager and Control room for consolidation and finalization;
* To manage closing in respective zone by ensuring and verifying that submitted financial booklets are true representative of the conducted field, and collect other handlings of the field;
* To manage closing in respective zone in support that all handheld devices are collected back from field in condition as issued earlier, and report lost / theft / damage accordingly during the field activities;
* To share all major observation of the field collected and reported by the field teams along with relative or asked means of verification, which shall be readily available in assigned media;

# Provincial Coordinator Roles & Responsibilities: -

* Provide overall coordination of the project and planned activities at the provincial level by developing, verifying and executing consolidated field plan in accordance with the laid down criteria and ensuring its timely implementation;
* Assist in dissemination and execution of organizational policies at provincial level;
* Monitor assessments and attendances as submitted ZFM for onward submission to NFM for review and finalization;
* Ensure field preparations at provincial level in coordination with the ZFM for timely provision of plans,

highlighting and rectification of issues;

* Active and timely coordination with Zonal Field Managers for action measures taken and maintain a log during field activities;
* Provide active assistance and support to the ZFM for timely resolution of the operational and administrative issues and make sure related observations are logged in prescribed methods;
* Participate in daily group conference call with Zonal Field Managers to discuss situation overview, required actions and ensure its implementations;
* Manage all provincial major operational files and logs with regards to the updates, follow-ups and feedbacks as prescribed during LQAS field activities;
* Verify the replacement request from the respective teams at province level and take follow up with National Field Manager for timely provision and revision of plans;
* Maintain close coordination with Security Section and local authorities to ensure security compliance;
* Liaise with the external monitoring when and where required for timely sharing of information and field correction;
* Develop and execute efficient provincial level closings for submission of deliverable of the teams after closing of the activities;
* Provide timely progress and updates to National Field Manager for timely management of the field activities;
* Carry out field monitoring visits as and when required to assess and monitor the field activities and provide active feedback and recommendations for improvements;
* Make coordination with administrative section for any field related issues for timely provision of information, communication, and reporting when and where required;

**Position:** Field Monitor

**Duration:** Nov 11th2021- Dec 7th 2021

**Organization:** Tameer-e-Khalaq Foundation

**Project:** ACSM activities Third Party Monitoring in Measles & Rubella Campaign

# Roles & Responsibilities: -

* Monitor all ACSM activities in each targeted UC’s during 12 days Measles& Rubella Campaign;
* Fill checklist at each site;
* Interview with UCPO’s and community in each targeted UC’s;
* Pictorial evidence (with date and time) collected against each issue;
* Share monitoring visit reports with field coordinator on same day;
* Share monitoring findings that need urgent action shared with field coordinator on daily basis through instant massages in a WhatsApp group;
* Observe all field activities conducted by Social Mobilization Teams and ensure that work is being done according to schedule;
* Maintain proper record of all project activities;
* Participate and share daily findings on daily basis in the meeting held at DC office Rawalpindi.

**Position:** Freelance Venue Staff (Invigilator) **Duration:** (May 2019-Nov 2021 (intermittent Basis) **Organization:** British Council, Islamabad, Pakistan.

**Project:** Cambridge Assessment International Examination Exams

# Roles & Responsibilities: -

* Setting up of the venue (Place Signage, Notices, and Clocks);
* Manage and welcome exam candidates;
* Supervision of exam candidates during the exam conduction;
* Manage exam candidates’ appropriate expectations for the smooth conduct of exam/s;
* Check each candidate ID and statement of entry before and during examination;
* Issue and collect examination stationary promptly, correctly, and efficiently;
* Ensure only permitted materials are on each candidate’s desks (pen, pencil, eraser, Identification, Statement of Entry);
* Floating duty invigilation;
* Be impartially friendly to candidates without helping any candidate with the answers;
* Reporting any unusual activity to the Assistant Supervisor/Supervisor at the venue;
* Not to exchange personal details with any candidate at any point;
* Adhere to all instructions issued by Supervisor/Exam boards;
* Pre-exam &post-exam support to the British Council;
* Conduction of exam in a child safe environment.

**Position:** Monitoring & Evaluation Assistant

**Duration:** Jan 2021-May2021

**Organization:** Rural Support Programmed Network (RSPN), Islamabad, Pakistan. **Project:** Dissemination & Reinforcement of Basic Preventive Messages on COVID-19 in Urban Union Councils.

# Roles & Responsibilities: -

* Track the progress of social mobilization teams against their work plans;
* Conduct frequent field visits to target UCs to ensure and monitor that all project activities are on track;
* Observe all field activities conducted by Social Mobilization Teams and ensure that work is being done according to schedule;
* Maintain proper record of all project activities;
* Conduct field visits to validate data received from Social Mobilization teams;
* Provide support to District Project Officer in preparation of weekly update for onward submission to RSPs Focal Person;
* Produce monitoring and evaluation progress reports with status of results and implementation of activities;
* Participate in the project meetings, events, and training at various levels, as required;
* Document and report on lessons learnt emerging from project monitoring activities;
* Conduct Focus Group Discussion (FGDs) as per design and share data with RSPN’s M&E team for further analysis;
* Perform any other official task given by the M & E Officer.

**Position:** Field Supervisor

**Duration:** April 2021-May 2021

**Organization:** Water Aid, Islamabad, Pakistan.

**Project:** Baseline Assessment of Pepsi Co.

# Roles & Responsibilities: -

* Filled Questionnaires (community level household WASH needs survey);
* Key informant Interview notes conducted with concerned public department/schools/HCF and its documentation;
* Prepare daily work-plans for the Field Specialists along with route plan;
* Ensure that all Field Specialists have printed questionnaires/forms Organize daily meetings with all field team members;
* Maintain a close liaison with local community leaders, public representatives, and government officials to ensure local ownership of the intended intervention and subsequent coverage of households;
* Accompany Field Specialists during the survey, supervise the work of Field Specialist in the field and make spot checks to enumerators during HH data collection;
* Collect the filled forms from Field Specialists and review the forms;
* Conduct key informant interviews and document it;
* Properly tag each form and send them to WAP office at the agreed time.

**Position:** Field Monitoring Officer

**Duration:** March 2021-March 2021

**Organization:** APEX Consulting, Pakistan, Islamabad.

**Project:** Third Party Monitoring of Hand Washing Facilities Assignment under COVID-19 Response Phase-II (Funded by Water Aid).

# Roles & Responsibilities: -

* 5 days short term assignment by Water Aid Pakistan;
* Visiting and filling of monitoring check list of the areas where Permanent & Semi-permanent Hand Washing Facilities have been installed during phase-I of the assignment;
* Send monitoring checklist after filling to assignment coordinator.

**Position:** Field Monitor

**Duration:** March 2021-March 2021

**Organization:** APEX Consulting, Pakistan, Islamabad.

**Project:** End of Project Evaluation PPM (Funded by Mercy Corps Pakistan).

# Roles & Responsibilities: -

* 5 days short term assignment by Mercy Corps, Pakistan;
* Visiting and filling of monitoring check list of the areas including Private Health Care Facilities and Private

Laboratories;

* Conduct of physical interviews with TB patients who have done their treatment from Mercy Crops Pakistan funded HCF;
* Send monitoring checklist after filling to assignment coordinator.

**Position:** Field Monitor

**Duration:** June 2020-July 2020

**Organization:** APEX Consulting, Pakistan, Islamabad.

**Project:** Third Party Monitoring of Hand Washing Facilities Assignment under COVID-19 Response Phase-I (Funded by Water Aid Pakistan).

# Roles & Responsibilities: -

* Monitor all categories of activities of IP in each targeted district;
* Fill checklist at each site and interview with IP staff and community under each activity in one district in a day;
* Monitor activities of Water Aid IPs at 16 sites in a month;
* Pictorial evidence (with date and time) collected against each issue;
* Share monitoring visit reports with field coordinator on each day;
* Share monitoring findings that need urgent action shared with the Client on daily basis through instant massages in a WhatsApp group.

**Position:** Supervisor

**Duration:** March 2017-March 2017

**Organization:** SEBCON Private Limited, Islamabad.

**Project:** Third Party Facility Audits (Perception Surveys for 40 Hospitals Transformation in Secondary Healthcare).

# Roles & Responsibilities: -

* Contact with DHQ/THQ management for survey approval and Identify location and start field work according map;
* Supervise field team;
* Check questionnaires and send to head office;
* Assure quality of data and protocols of organization;
* Feedback to head office;
* Facilitate field teams and assure quality of work;
* Facilitate field teams;
* Prepare daily field report & send to the head office.

**Position:** Data Entry Expert

**Duration:** May 2015-October 2015

**Organization:** APEX Consulting Islamabad, Pakistan.

**Project:** Third Party Field Monitoring of Post-Polio Campaign Monitoring Project (PCM) funded by Bill & Melinda Gates Foundation.

# Roles & Responsibilities: -

* Perform all data entry related tasks including sorting, proofing, updating, mailing, and storing;
* Maintain data files accurately;
* Compile; sort, verify and correct data to be entered;
* Review data for completeness and accuracy;
* Contact field teams of source documents to address data inconsistencies and to gather missing data;
* Manage filling and routing of source documents after entry;
* Maintain records of work completed;
* Update data in appropriate databases in accurate and timely manner to avoid backlogging;
* Establish data naming standards and consistent data definitions to improve overall data quality;
* Process and resolve data enquiries by searching and reviewing the database;
* Enter and update files into Excel spreadsheets;
* Perform administrative duties such as operating office equipment or data filling as required;
* Ensure accurate reporting of progress of activities to Project Manager on daily basis;
* Travel anywhere within assigned field areas as and when required;
* Establish and maintain desire level of professional integrity;
* Ensure complete understanding and accountability for adherence with the PCM code of conduct;
* Perform any other assignment delegated in reference to PCM activities, as and when assigned by the Project Management Unit (PMU).

**Position:** Internal Field Monitor

**Duration:** March 2015-April 2015

**Organization:** APEX Consulting Islamabad, Pakistan.

**Project:** Third Party Field Monitoring of Post-Polio Campaign Monitoring Project (PCM) funded by Bill & Melinda Gates Foundation.

# Roles & Responsibilities: -

* Participate in all relevant training sessions being conducted during PCM round, and as notified by the Training section;
* Conduct field monitoring visits as per given target by the Internal Field Section;
* Monitor, observe, document and report field activities without interfering in work of field teams;
* Ensure comprehensive understanding and knowledge of sampling methodology of PCM;
* Ensure accurate recording of pictorial evidence of monitored activities as Means of Verifications (MOVs);
* Ensure accurate reporting of progress of activities to provincial coordinator on daily basis;
* Travel anywhere within assigned field areas as and when required;
* Ensure that accurate and fair data collection is being carried out during field activities;
* Ensure provision of regular and relevant feedback after successful completion of each assignment;
* Ensure that best practices from field activities are being recorded and shared with relevant staff;
* Ensure timely arrangement of vehicle for field visits, in accordance with the company protocol;
* Ensure complete confidentiality is observed during entire course of validation exercise;
* Ensure regular and proper maintenance of daily field expanses and financial closing through expense booklets;
* Establish and maintain excellent working relationship within and outside section;
* Establish and maintain desire level of professional integrity;
* Ensure complete understanding and accountability for adherence with the PCM code of conduct;
* Perform any other assignment delegated in reference to PCM activities, as and when assigned by the Project Management Unit (PMU).

**Position:** Finance Officer

**Duration:** September 2010-June 2013

**Organization:** Community Appraisal & Motivation Program (CAMP), Islamabad.

# Roles & Responsibilities: -

* Worked on Computerized accounting software (Peachtree);
* To assist the Manager Finance & Accounts in maintenance and improvements in internal control systems and procedure manual;
* To assist the Manager Finance in project’s reporting;
* To control the processing of Banks and Cash transactions and implementation of internal control procedures, in keeping with organization's Policies and procedures.
* Preparation & payment of staff salaries through Peachtree software;
* Track record of all vouchers and financial documents;
* Ensures financial reporting in accordance with organizational financial rules and procedures;
* To deal with tax matters in respect of salaried person, tax on supplies and services and rented property then depositing tax challans for each month;
* To supervise in dealing with all banking matters including cash withdrawals, cash deposits, and transfer/payment;
* Preparation of bank reconciliation statements for Projects and CAMP bank accounts;
* To maintain general ledger for the Imprest bank accounts;
* Handling of petty cash of projects;
* To assist the Admin Officer regarding all admin matters (Maintenance of office &Equipment’s);
* To coordinate with Logistics/Admin in preparation of payment vouchers and reconciliation of Logistics/admin petty cash funds;
* Management of Vehicles;
* Handling of petty cash Mess &Admin;
* Any other tasks assigned by The Manager Finance & Manager Admin.

**Position:** Accounts Assistant

**Duration:** March 2009-February 2010

**Organization:** Khanz Engineering & Constructions, Islamabad.

# Roles & Responsibilities: -

* Assistant to the Accountant and Accounts Supervisor;

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| * Responsible for maintenance of manual payment records, posting cash payments, reconciling the bank, daily banking of money, monthly credit control;
* Coding of invoices and passing through the payments;
* Checking all purchase statements, handling petty cash;
* Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.

**Position: Sr. Accounts Assistant Duration:** November 2007-January 2009**Organization:** Al-Saleh Enterprises LLC, Muscat, Sultanate Oman.**Roles & Responsibilities: -*** To Maintain Petty Cash Imprest and responsible for its settlement;
* To prepare Daily Sales Report Account Summary on daily basis;
* To assist showroom in charge in resolving Non-Conformity Report and to ensure proper documentation before stocktaking;
* Responsible for maintaining and providing timely information to Showroom In charge, Showroom Manager or Sales Supervisor, CIC, or commercial manager on showrooms outstanding salesman wise and age wise receivables on a weekly basis;
* To help and ensure minimum outstanding receivables by keeping accurate record.

**Position:** Direct Sales Representative (DSR)**Duration:** August 2007**Organization**: Standard Chartered Bank, Rawalpindi, Pakistan.**Roles & Responsibilities: -*** Worked one month in the SME Department of Standard Chartered Bank, Rawalpindi office, as a DSR under the supervision of Regional Manager.

**Position:** Accounts Internee**Duration:** April 2007-June 2007**Organization:** Sir Syed Memorial Society, Islamabad, Pakistan.**Roles & Responsibilities: -*** Worked three months with Sir Syed Memorial Society, Islamabad, as an Accounts Internee under the supervision of Manager Accounts.
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| **TRAININGS & WORKSHOPS** |
| * 5daystraining course on **‘Small and Medium Enterprises for Livelihood in Rural** Areas at Akhter Hameed Khan National Center for Rural Development (AHKNCRD) 28th Jan to 1st Feb, 2019.
* 3 days capacity building training of **‘Reforming the Tribal Jirga System in Pakistan’** at Hillview Hotel, Islamabad.
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| **EXTRA EDUCATION & CERTIFICATES** |
| * **Certificate in Data Analysis Using Advance Excel and SQL** from DICE, Islamabad
* WHO online **Certificate in Infection Prevention & Control (IPC)** for Novel Coronavirus (COVID-19).
* **Certificate in Taxation Laws** (9 weeks practical training course) from Soft Tax (Pvt.) Ltd, Islamabad.
* 6 Months **Diploma** with 2 weeks Research **in Hospital & Health Care Management** from National University of Science & Technology, Islamabad.
* 3 Months **Diploma in Peachtree Accounting Software** from ACE College, Rawalpindi.
* 3 Months **Diploma in Information Technology** from JIIT, Islamabad.
 |
| **IT SKILLS** |
| * MS Office (**Word, Excel, Power point**);
* Data Entry Software Package **Census and Survey Processing System (CSPro)**;
* Data Entry Software Package **Open Data Kit (ODK Application)**;
* MS-SQL
* **Peachtree** accounting software;
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| **REFRENCES** |
| Will be furnished on demand |