

NADEEM HABIB MEMON

House # D-321/1, Khudadad Colony, Kashmir Road, Karachi East.

Contact # +92-334-2610540, 92-313-2364366.

Email: memonnadeemhabib@gmail.com

Skype ID: nadeem.habib6

Personal Profile:

Mr. Nadeem is a development activist and acquired more than 10 years' experience with Govt. and international organizations, i.e. Legal Aid Office, Research & Development Solutions (RADS), Unicef (ComNet PEI Project), WHO, P&D Department, Health Department and Finance Department, Govt. of Sindh under Sindh Cities, Improvement Program (SCIP), People's Primary Healthcare Initiative (PPHI) and Sindh Devolved Social Services Program (SDSSP) respectively and United Nation's chapter International Organization for Migration (IOM).

Mr. Nadeem holding the degree of MBA (HRM) as well as studying in PGD Data Science with Artificial Intelligence-DSAI from NED University Karachi. He is self-motivated individual with strong interpersonal, problem solving skilled, dynamic skilled, Business management professional, with proven success in managing multiple projects to provide workable strategies, managing in multiple environments.

Qualification:

- Studying (PGD Data Science with Artificial Intelligence-AI) from NED University Engr & Tech: Karachi
- 2008-2010 MBA-HRM University of Sindh-Jamshoro
2nd class with professional Internship
- 2004-2006 BA (Sociology) University of Sindh-Jamshoro

Employment History:

Currently Working as Field Coordinator at Willow's international Pakistan NSV Project with Population Welfare Department Govt of Sindh-Karachi from Sep-2021 to till date

- Create awareness in community to adopt modern FP methods through behavior change communication.
- Identify potential clients through community mobilization meetings with the help of PWD staff
- Client facilitation for NSV procedure
- Provide trainings & facilitation to PWD staff on NSV project
- Clients' documentation and communication with PWD and PM WIP
- Conduct community & facilities awareness session
- Implementing and monitoring the delivery of FP services
- Area Mapping, Reporting, documentation and communication

Worked as Program Officer at Legal Aid Office LAO-CWP funded by Home Department, Govt of Sindh-Karachi from Dec 2018 to June-2019

- Planning, Supervising and monitoring the implementation of project related activities.
- Plan and organize paralegal training sessions and advisory camps.
- Conduct advocacy and lobbying meetings with district level stakeholders.
- To prepare Monthly work plans & QPRs and share with supervisor & project related managers and take feedback to make better execution of project activities.
- Compilation of quarterly regional M&E reports of all project related activities.
- Collect the research data from Prisons across the province of Sindh.
- To build liaisons & coordination between the donors for all program activities.
- Assist & report to senior program officer in execution of planned activities.
- Give feedback on monitoring compliance data to the manager litigation and regional M&E officer.
- Implementing and monitoring the delivery of media strategy and plan.
- Data gathering for success stories from the released prisoners who availed the services of LAO litigation team.
- Assisting in coordination and communication with litigation team to ensure timely achievement of activities.
- Maintaining official records and documents undertaking field visits to evaluate and improve the planning, Programming, implementation and monitoring.
- Conduct & Monitor legal awareness sessions in prisons to provide the basic legal rights information and court trials to the vulnerable male adult, women and children.
- Monitoring visit to district courts and High courts to check and verify the appearance of LAO lawyers at court proceeding.

Worked as M & E Coordinator at Research & Development Solutions (RADS) in Marvi Social Franchise (Reproductive Health & Nutrition) Karachi from March-2018 to Nov 2018

- To conduct mapping of Health care providers (HCP).
- To monitor the project activities, i-e sampling, data validation, MWRA Registration books, spot verification, community meetings in intervention areas.
- To monitor the MARVI & LHVs and M&E officer for data validation in field.
- To conduct the baseline and end line surveys in targeted districts.
- To monitor of supplies and components.
- To verify the data given by implementing partner in intervening area.
- To conduct qualitative and quantitative surveys.
- Real time monitoring through ICT/software based applications • To build strong liaison between donor & implementing partner.
- To prepare questionnaire and tools during field visits.
- To resolve the issues of MARVIs & LHVs and M&E officers as well.
- To evaluate the project implementation and their outcomes.

- To build strong liaisons with Health & population welfare department Govt of Sindh for smooth coordination between implementing agency and the donor to avoid the duplication of the services.

Worked as UC Communication: Support Officer (UCCSO) Sep-2016-Dec-2017 at Unicef (ComNet PEI Project) in District Malir Bin Qasim Town Karachi

- To make UC and area social profile and micro planning of PEI campaign activities.
- To build strong relationship between community influencers.
- Data Compilation of daily coverage report and share to DSC and supervisor.
- To participate in UC level meeting at THO office and DPCR as lead UCCSO.
- TNA of ASPVs and CHWs for better coverage and reduce the refusals as well standard micro planning as of NEAP guidelines.
- Social Mobilization, Advocacy & awareness activities in whole UC to town level.

Worked as UC Polio officer (UCPO) at District South Karachi World Health Organization (WHO) from Oct-2014 to Aug-2016.

- To Prepare Micro plan and identify the missing areas.
- To prepare the team's training schedule for the campaign.
- Participation in district Coordination meetings.
- To monitor permanent Transit Points (PTPs).
- Timely reporting to the PEO & Area Coordinator.
- Surveillance of AFP cases and report to PEO and DHO.
- Maintain Dashboard on daily basis

Worked as Community Mobilization Officer at Int'l Org: of Migration (IOM) from June-2011 to June-2013 Sindh & South Punjab

- To identify the vulnerable persons affected from Moon soon flood 2K10 & 2K11 • To provide the NFIs during flood and Shelters after flood to the affected persons.
- Support the monitoring and evaluation specialist and coordinator (OPS) by assisting in collection of data, vulnerability criteria of beneficiaries including helping project staff and grantees report on data inputs.
- Ensure data quality and integrity through periodic field visits.
- Assist in preparing reports and communications about progress on targets and dissemination of lessons learned and best practices to staff, stakeholders, and DFID, UKAID, CERF, Poland, USAID.
- Installation of shelter kits and uses of Non-Food Items (NFI).

Aug-2006 to May- 2011 Various Jobs PPHI, P&D Deptt: GoS and Finance Deptt: GoS ADB funded projects

- Built strong coordination & liaisons between line departments and the district govt:
- Planning, Implementing the identified schemes and Share monthly utilization reports to PSU.
- Arrange meetings, trainings, seminars and awareness walks at community level.
- Data analysis (qualitative & quantitative), FGDs and conduct base line surveys.

- Reports and monthly progress reports sharing with the line managers.

Personal information:

Father's Name: Habib Ullah

CNIC#: 41306-2762727-3

Domicile: Tharparkar-Sindh

Hobbies:

I am enjoying watching movies, current affairs, public gathering, discuss ideas and socializing with family and friends.

References:

Furnished upon request