

# Naveed Afzal Sangal

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## Brief Summary of Achievements

Currently working with Dareecha, as an M&E officer based in Rawalpindi which is working to prevent HIV/AIDS.

In previous work I was assisting the organization in reporting and data collection functions, and provide support in the maintenance, collection, analysis, and reporting of data required by the Educational Management Information systems and other applications, visit field sites in different areas of Sindh, Punjab, Gilgit-Baltistan and Chitral to perform data verification, tools implementation and trainings.

Monitored and evaluated the team's performance during fieldwork and created detailed reports based on my observations. With 3 years of experience in this role, I have developed strong analytical and observational skills, as well as the ability to communicate findings effectively in written reports.

My experience in monitoring and evaluation can be an asset in roles that require similar skills, such as project management or community development. Dedicated Community Service Volunteer well-versed in fundraising, event support and community outreach. Good communication, organizational and multitasking abilities with different time hours. Offering 4+ years of service experience.

I am a frequent user of data collection and data analysis tools i.e., Kobo toolbox, ODK, Power Bi and advanced excel skills.

## Education

Masters in Administrative Sciences

September 2019 — August 2021

University of Karachi

## Professional Experience

Dareecha Male Heath Society Rawalpindi

Monitoring and Evaluation Officer

October 2023 — Present

- Develop and strengthen monitoring, inspection, and evaluation procedures.
- Monitor all project activities, expenditures, and progress towards achieving the project output.
- Recommend further improvement of the logical framework.
- Develop monitoring and impact indicator for the project success.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the project's results.
- Provide feedback to the Project Manager on project strategies and activities.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager

## Aga Khan Education Service, Pakistan

December 2022 — October 2023

### Officer, Data & Analytics

AKES operates over 200 schools and advanced educational programs that provide quality preschool, primary, secondary, and higher secondary education services to more than 80,000 students in Pakistan, India, Bangladesh, Kenya, Uganda, Afghanistan, Tanzania, Tajikistan, Kyrgyzstan, Madagascar, and Mozambique. My job description in AKESP Team is as under.

- Designing baseline, evaluation, and impact studies
- Designing qualitative and quantitative data collection instruments.
- Collect data on activities, systems, and performance from staff and beneficiaries.
- Analyze data and problem solve systematically.
- Develop data queries to determine completeness and accuracy of reported data.
- Resolves data reporting issues by working with district departments and external education agencies.
- Develops standard operating procedures concerning the gathering, reporting, and storage of EMIS data.
- Assist in the planning and coordination of the collection of EMIS information.

## The Aga Khan University Hospital

May 2022 — December 2022

### Customer Service Representative

- Develop and maintain a filing system.
- Submit and reconcile expense reports.
- Update and maintain office policies and procedures.
- Assist in the preparation of regularly scheduled reports.
- Submit and reconcile expense reports.
- Provide basic and accurate information in-person and via phone/email.
- Provide lab tests related information to the patients.
- Handle cash and credit transactions and maintain the records of the excess/shortage of cash according to the laboratory policy daily.

## E Data Solution | Call Center

March 2020 — September 2020

### Call Center agent

## Apex Consulting Pakistan

September 2017 — October 2020

### Internal Field Monitor

- Conducted field visits to monitor and evaluate ongoing program activities, ensuring adherence to established protocols and guidelines.
- Identified performance gaps and made recommendations for corrective actions to improve program outcomes.
- Conducted data collection, analysis, and reporting to inform program decision-making and measure program effectiveness.
- Worked collaboratively with program staff, community partners, and other stakeholders to ensure successful program implementation.

- Prepared monitoring reports and documentation in compliance with program requirements and regulatory guidelines.
- Contributed to program planning, design, and implementation.

## Apex Consulting Pakistan

June 2016 — August 2017

### Logistic Assistant

- Generated, distributed, and filed copies of all billing paperwork.
- Generated all documentation and information required.
- Oversaw daily inventory counts to maintain data accuracy.
- Received and processed customer payments
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review.

## Volunteer Experience

### Local Education Board

March 2023 — Present

#### Member Finance

- Understand the education board's mission and financial needs.
- Engage with the local community and gather feedback.
- Advocate for adequate funding at local and higher levels.
- Stay informed about financial regulations and best practices.

### CHEPS- Chitral Heritage and Environmental Protection Society

#### Volunteer

January 2017 — Present

- Organized and managed events and projects as part of community support services.
- Organized different events regarding awareness about cleanliness.
- Collected trash and debris from public locations.

### CERT- Community Emergency Response Team

#### Community Volunteer

February 2018 — Present

- Response in any emergency
- Disaster preparedness
- Fire safety and fire extinguisher use
- Light search and rescue.
- Disaster medical operations

### Rising Youth Pakistan

March 2018 — December 2019

#### Volunteer Worker

- Prepared nutritious snacks and meals for deserving people.
- Went door to door checking on vulnerable residents, offering companionship, and handling individual needs.
- Raise funds for needy people for their needs.
- Help students who cannot afford their education expenses.

## Certificates

- Basic Chinese Language, 2018
- Project Management Foundation Requirements, 2023
- Personal Security Awareness (PSA), 2023
- Advanced First Aid and CPR, 2022
- Basic Life Safety, 2018

## Key Strength

- Problem solving skills.
- Work under pressure.
- Ability to adapt to a new working environment.
- Good ability to work in cohesion as a team member.

## Skills

- MS Excel
- MS Word
- Photo Editing

## Interests

- Volleyball
- Badminton
- Photography
- Cycling

## Language

- English
- Urdu
- Khowar (Mother Tongue)

References available upon request.

