

Basic Information

Mobile: +92-333-7816628

Skype: safibinyounis

E-mail:safibinyounis@gmail.com

SAFIULLAH S/O MUHAMMAD YOUNAS

PROFESSIONAL OBJECTIVE:

To drive transformative and enduring impact, I am committed to leveraging my expertise in research, policy analysis, training, monitoring and evaluation, technical proficiency, and operational excellence. By delivering best-in-class services and solutions, I aspire to contribute significantly to the growth and success of organizations and the betterment of our nation. My unwavering dedication to excellence and my passion for making a positive difference fuel my drive to create value and sustainable change in every endeavor.

Profile Summary

I am a dynamic consultant with a decade of experience specializing in research, monitoring and evaluation, and training, with a focus on operations optimization (Procurement, HR, Admin, IT, Supply Chain), adept data analysis (Primary and Secondary), and policy development. Collaborating with prominent international organizations including WHO, CRSUSCCB, ARC INT., and Mercy Corps, I have influenced impactful change and streamlined operational frameworks. My portfolio encompasses over 28 published research articles, underpinning my commitment to advancing knowledge. Through engaging training sessions, I empower individuals and teams, fostering continuous learning. My multifaceted expertise and unwavering dedication position me as a transformative force in research, monitoring and evaluation, and training domains.

PERSONAL DATA: Born 1987. Pakistani Citizen, local: Balochistan.

Professional Title: Consultant

ACADEMICS:

DEGREE / INSTITUTION

- PhD Scholar Institute of Management Studies (IMS), University of Balochitan Quetta (CGPA 3.96)
- MS In Business Administration from Institute of Management Studies (IMS), University of Balochitan Quetta (CGPA 3.73)
- MBA Institute of Management Studies (IMS), University of Balochitan Quetta (CGPA 3.72)

TOTAL WORK EXPERIENCE:

- In total I have 11 years of practical experience.
- 6 years in Procurement, Administration, Monitoring and Evaluation, Security and & IT

- 6 years in the field of Teaching, Consultancy and Research Work (surveys, impact evaluations, training)
- 28 National and International Published Research Articles

Main Projects

- Need Assessment For Business Support Organization Quetta FAO
- Monitoring and Evaluation Expert USEFP Project
- Baseline surveys for Makran Univeristy
- Feasibility study of GRASP Project
- Research Specialist for Grant of Resource Allocation Model for Balochistan
- Entrepreneurship and Business Plan 5 Day training for (Afghan) Women"
 Worked as Master Trainer and Specialist for the Beneficiary Mercy Corps
 Quetta, Balochsitan.

EMPLOYMENT RECORD: USEFP and UoB

May 2023 to Nov 2023

Monitoring and Evaluation Expert

RESPONSIBILITIES:

- Looking after the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the
 degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on M&E as required.
- Implementation of M&E and coordination:
- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.

- Communication:
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.

EMPLOYMENT RECORD:

UNIVERSITY OF BALOCHISTAN QUETTA, PAKISTAN

July 2021 till date

LECTURER and Coordinator Evening Business Administration Programs

RESPONSIBILITIES:

- Doing Research
- Teaching Subjects (HR, Organizational Behavior, Marketing, Strategic Management and Business Research Methods, and Leadership).
- Provide support in administrative activities.

EMPLOYMENT RECORD:

UNIVERSITY OF BALOCHISTAN QUETTA, PAKISTAN

May 2017 till July 2021

LECTURER and Coordinator Morning Programs

RESPONSIBILITIES:

- Dealing with coordination of BS , BBA, MBA programs
- Teaching Subjects (HR, Organizational Behavior, Marketing, Strategic Management and Business Research Methods, and Leadership).
- Provide support in administrative activities.
- Career counseling and as service as motivational focal point.

EMPLOYMENT RECORD:

WORLD HEALTH ORGANIZATION (WHO)

Feb 2016 till May 2017

Assistant to Team / Security

RESPONSIBILITIES:

RESPONSIBILITIES: IT RELATED:

- Handle IT related issues (Server configuration, access point configuration) and handle users related Issues.
- Resolve printer related issue on network.
- Resolve WHO email related issue
- Configure emails on outlook and resolve the issue in accessing the email
- Assist staff in troubleshooting IT related tasks, like windows, mobile issues

Admin Related

• Ticketing and arrangements

- Conduct trainings on the admin related activities
- Process travel request forms and raise RFS and RSS
- Make arrangement and reservation for the staff
- Reference check and orientation to new staff
- Vehicle management

Security Related Related

- Apply the security clearance for international staff.
- Tracking and monitoring field activities.
- Conduct trainings on Security
- Monitoring security situation
- Granting NOCs for international staff
- Vehicle tracking etc

CATHOLIC RELIEF SERVICES INTERNATIONAL

FEB 2014 till 31st Jan 2016

IT & PROCUREMENT OFFICER

RESPONSIBILITIES:

PROCUREMENT:

- Ensure all procurements in compliance with CRS/Donor policies and procedures
- Ensure procurement files are up-to-date and maintained in compliance with CRS/Donor standards and procedures
- Verify requisitions, solicit bids; (obtain bids if required and make sure that CRS purchased high quality products at competitive rates), issue Purchase Orders
- Ensure vetting of all new vendors through Bridger software
- Process payments along with complete supporting documentation (approved Purchase Requisitions, Invoices, Delivery Challans, Goods Delivery Notes etc.,)
- Maintain the necessary purchase databases, vendor listings and files and update them regularly.
- Keep end users up to date with the status of outstanding/past due orders
- Search for new sources of supply for goods and services
- Maintain records both printed and electronic for audit purposes
- Ensure that advances made in connection with purchases are liquidated in a timely manner

<u>IT</u>

- Troubleshoot and solve and issues of Servers(Real working and virtual Servers) and other IT Equipment(Routers, Switches)
- Security Cameras Configurations
- Help staff in operating the online applications and software
- Maintain Network and provide local staff and visitors the Internet facility
- Timely repair of Hardware.
- Coordination with CRS Islamabad office in any conflict regarding the Server problems.
- To ensure timely supply of computer and printer accessories
- To find suitable vendors for Internet Service for CRS Office
- Monthly Backup of data for each department
- Bi-monthly anti-Virus updates
- Capacity development trainings of staff on IT
- Provide support in accessing and solving issues in the online application.
- Solve issues with the servers.

Provide support to staff at any IT related Tasks.

TDY Performed In Other Departments

FINANCIAL MATTER:

- Ensure compliance with CRS Financial Policy and procedures and with generally accepted accounting principles.
- Devise formats which help in better tracking of project budgets by program staff.
- Prepare all vouchers, financial templates.
- Keep update the financial record on regular basis as per standard and procedures and ensure timely reporting to Islamabad as per requirements.
- Ensure accounting and project management projects as per relevant and appropriate financial management policies, procedures and standards.
- Maintenance of petty cash and timely reconciliation.
- Review and processing the Liquidation of Project Advances.
- Maintenance of project field bank account and bank reconciliation.
- Ensure the adequate financial policies and system controls are in place in local project offices.
- Verify the templates, vouchers and other financial reports of local projects offices in line with financial procedures.
- Perform any other task assigned by Supervisor, Head of Office.

ADMINISTRATION MATTERS

- Greet Guests and ensure they are escorted to the appropriate person for their meeting;
- Oversee the drivers, Cleaner, and office boy to ensure that all staff have rides to and from work and appointments during the day, the office boy is aware of the number of staff in for lunch and has purchased appropriate food, and the cleaner keeps the office tidy;
- Ensure that all office equipment is operating well; when repairs are need, negotiate with appropriated vendors and oversee their work;
- Compare vendors of office supplies and establish a relationship with the one who gives us good quality for the best price. keep sufficient supplies on hand and anticipate staff need
- Receive deliveries and enter all relevant information into the computerized Inventory;
- To ensure and monitor cost effective vehicle use.
- Codification of assets and records management.
- Contracts with Hotels, Car Rentals, Suppliers, Vendors, PSO's, Security Companies, Health Companies, Banks, Airline & Guest Houses.
- Maintenance of office and Fleet card Management.
- Security measures for office equipment & buildings.
- Insurance of vehicles, Buildings and Registration & Renewal.
- Medical claims of employees and their reimbursement.
- Coordination with Govt /outside departments for reporting.
- Liaison with regional/Field offices for reporting and timely information for decision making.
- Liaison with Ministry of foreign affairs for expatriate staff
- Coordination on boarding and orientation/mentoring of new staff.
- Creation of good impression on others by acting "U" attitude.
- Ensure all land based communication system is working efficiently.
- Implement and monitor logistics systems and procedures.

To send on daily bases the vehicle activity report to Security Manager for security point of view.

HR MATTERS:

- Help the HR Manager to keep personnel files up- to- date on all staff.
- Ensure the leave register balance, and updating leave balance on daily basis
- Keep and update EOBI Contribution details per month
- Recruit of employees, performance appraisal and their orientation.
- Train all the staff about policies and procedures of organization

LOGISTICS MATTERS:

- Supply chain management.
- Tracking of supplies/ assets in field and in sub Offices.
- Supervision of Transport pool.
- Storage and tracking of goods.
- Differential analysis tools for use assets.
- Arrange transportation & accommodation for local and international staff
- Fleet management, maintenance all vehicle files
- Supervising drivers and maintain their personal files.

IRC - International Rescue Committee

Jan 2012 to Feb 2014

MONITORING AND EVALUATION OFFICER

MAJOR RESPONSIBILITIES:

- Lead tracking of all project outputs, outcomes, and objectives against targets.
- Ensure consistent use of data collection tools; monitor data quality and follow up on issues identified.
- Ensure all monitoring and evaluation activities are consistent with funder requirements.
- Lead monthly, quarterly, and annual reporting in collaboration with CORE staff.
- Compile project data for annual proposals and other materials.
- Maintain project database to support efficient, accurate data management, reporting, and data analysis.
- Alert CORE Director to any necessary changes to the M&E plan or tools in a timely manner.
- Design and implement annual assessments in cooperation with key project staff, and other needs assessments as needed
- Manage annual evaluation in coordination with key project staff.
- Lead analysis and interpretation of needs assessment and evaluation results.
- As needed support RAI M&E priorities, including those that will speak to CORE's impact as a technical assistance project.
- Other duties as assigned.

HABIB BANK LIMITED

Dec 2011 to Feb 2012

INTERNEE

I worked as an Internee, at the Habib Bank Limited, Performed Bank Related tasks.

SKILLS & ATTITUDES:

- Honesty, trustworthy, responsible and detail oriented.
- Excellent analytical problem solving skill, communication and negotiation skills.
- Taking initiatives and perform multiple tasks simultaneously.
- Ability to work under pressure, priorities and commitment to meet the dead lines.

- Ability to travel extensively specially to the remote areas of Pakistan.
- Proven ability to build effective, to faster a cooperative, service oriented team.
- Highly pro-active and self disciplined, culturally sensitive.
- Ability to manage and mentor diverse staff in multiple locations and apply solid performance management principles.

COMPUTER AND SOFT WARE SKILLS:

Having professional-level skills in the following software's:-

- MS-Windows .
- MS-Excel, Word, PowerPoint
- MS-Access & Outlook.
- Networking and LAN configuration
- Internet (E-Mail, Downloading, Browsing etc.).
- Troubleshooting
- SPSS
- AMOS
- SMART PLS

RESEARCH PUBLICATIONS

- 1. Eradicating Polio in Balochistan: An Analysis of the Challenges and Solutions to This Security and Health Issue
 - https://www.researchgate.net/publication/372656343 Eradicating Polio in Balochistan An A nalysis of the Challenges and Solutions to This Security and Health Issue
- Role of Servant Leadership via Emotional Intelligence, Grit, and Compassion on Job Performance
 https://www.researchgate.net/publication/371418029 Role of Servant Leadership via Emotio
 nal_Intelligence_Grit_and_Compassion_on_Job_Performance?_sg%5B0%5D=B7f1Pwsz2bw08def
 BI2PrzN17ygkSTMOskG2IBkQMbDPyyDcT2zQ0Mb6scWHkhjXT27doBBenvAjojWYdS0i1y_uhUAfqm
 YO02ufyeT_.Zmc1nx-wWCJ3JE78M3uvxdqQpS0kg79OZucz
 - Kqr51sqvzUcoBHqpNIikXEREtWNqwktxowQ2j4feAcjN6-9AQ
- 3. Consumers Purchasing Behavior Towards Eco-Friendly Products Among University Students In Quetta
 - https://www.researchgate.net/publication/371292568 Consumers Purchasing Behavior Towar ds_Eco-
 - Friendly Products Among University Students In Quetta? sg%5B0%5D=B7f1Pwsz2bw08defBl 2PrzN17ygkSTMOskG2lBkQMbDPyyDcT2zQ0Mb6scWHkhjXT27doBBenvAjojWYdS0i1y_uhUAfqmY 002ufyeT .Zmc1nx-wWCJ3JE78M3uvxdqQpS0kg79OZucz-
 - Kgr51sgvzUcoBHgpNIikXEREtWNgwktxowQ2j4feAcjN6-9AQ
- 4. The Factors Affecting Purchase Intention of university students in Fast Food Industry in Quetta. Pakistan
 - https://www.researchgate.net/publication/371482450 The Factors Affecting Purchase Intention of university students in Fast Food Industry in Quetta Pakistan
- 5. Impact of Brand Image on Customer buying Decision in the Cosmetics Industry in the Pakistan https://www.researchgate.net/publication/369907227 Impact of Brand Image on Customer buying Decision in the Cosmetics Industry in the Pakistan
- 6. Impact of Customer Relationship Management on the Performance of Hotels of Quetta

https://www.researchgate.net/publication/369858382 Impact of Customer Relationship Management on the Performance of Hotels of Quetta? sg%5B0%5D=B7f1Pwsz2bwO8defBl2PrzN 17ygkSTMOskG2lBkQMbDPyyDcT2zQ0Mb6scWHkhjXT27doBBenvAjojWYdS0i1y uhUAfqmYO02uf yeT_.Zmc1nx-wWCJ3JE78M3uvxdqQpS0kg79OZucz-

Kqr51sqvzUcoBHqpNlikXEREtWNqwktxowQ2j4feAcjN6-9AQ

- 7. Strategic Procurement Practices and Procurement Performance: A Practical Investigation of the Commercial Banks in Quetta
 - https://www.researchgate.net/publication/371292498_Strategic_Procurement_Practices_and_Practices_and_Pra
- 8. Understanding The Process Of Development Budget Allocation In Balochistan

 https://www.researchgate.net/publication/366847833 Understanding The Process Of Development Budget Allocation In Balochistan

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- Examining the use of Microfinance and its Impact on Women Empowerment in terms of Social and Entrepreneurial Development: A Case Study of Quetta City https://www.researchgate.net/publication/369594623 Examining the use of Microfinance an dits Impact on Women Empowerment in terms of Social and Entrepreneurial Development A Case Study of Quetta City
- 10. Understanding Social Theory Creation: A Perspective from Pierre Bourdieu and Talcott Parsons https://www.researchgate.net/publication/366292152 Understanding Social Theory Creation A Perspective from Pierre Bourdieu and Talcott Parsons
- 11. Understanding The Process Of Decision Making And Planning In Balochistan: A Case Study Of Health Department Balochistan

 https://www.researchgate.net/publication/366063479 Understanding The Process Of Decisio

n Making And Planning In Balochistan A Case Study Of Health Department Balochistan

- 12. The conception of healthcare partnerships in Balochistan
 - https://www.researchgate.net/publication/366063306_The_conception_of_healthcare_partners hips_in_Balochistan?_sg%5B0%5D=eTvZjoQX-
 - <u>ssDeaWzU2vRcqZu4J7tr1DtVtVAs0cRryjoA2OhzMeopi40xyEgPPcnDWvQbBDgvVPGmA0TxtQ7NjI</u> WKgbRaEbf HN-KfOA.sgmuI8XpARFHIvetmFuMbTDfPX2PCVk-Z8PB-
 - QKaqee8nJnPHBa4l9xYnONEjMco9sxQHO9wKEtKJxY0x2V jg
- 13. Operational Managers' Competencies Affecting Perceived Performance of Development Sector Projects in Pakistan
 - https://www.researchgate.net/publication/361590675 Operational Managers' Competencies

 Affecting Perceived Performance of Development Sector Projects in Pakistan
- 14. Directed Financial Networks using Granger Causality: A Study on Stock Markets of Pakistan and its Major Trading Partners
 - https://www.researchgate.net/publication/361468423 Directed Financial Networks using Gr anger Causality A Study on Stock Markets of Pakistan and its Major Trading Partners
- 15. The Mediating Role of Psychological Capital in the Relationship between Transformational Leadership and Job Performance
 - https://www.researchgate.net/publication/360964374 The Mediating Role of Psychological C apital in the Relationship between Transformational Leadership and Job Performance

- 16. Talent Management Practices and Employee Performance in Higher Educational Institutions of Quetta City: The mediating role of Employee Creativity

 https://www.researchgate.net/publication/360964368 Talent Management Practices and Employee Performance in Higher Educational Institutions of Quetta City The mediating role of Employee Creativity
- 17. Servant Leadership As A Mediator Of The Relationship Between Emotional Intelligence And Job Performance

 https://www.researchgate.net/publication/360180112 Servant Leadership As A Mediator Of The Relationship Between Emotional Intelligence And Job Performance
- 18. Credit Risk Management of Pakistani Banks in Perspective of Understanding and Implementation
 Of Basel III
 https://app.box.com/s/t8g8ezewjxipvnp7x8x0j4rjlb4ii3xq
- 19. Corporate Social Responsibility and Financial Performance of the Firms Listed on the Pakistan Stock Exchange.
 Link: https://www.researchgate.net/publication/355191146 Corporate Social Responsibility and Financial Performance of the Firms Listed on the Pakistan Stock Exchange
- 20. Examining the Role of Grit in the Relationship between Servant Leadership and Work Performance: An Empirical Study of Higher Education Sector Of Quetta, Balochistan, Pakistan.

 Link: https://www.researchgate.net/publication/354312806 Examining the Role of Grit in the Relationship between Servant Leadership and Work Performance An Empirical Study of Higher Education Sector Of Quetta Balochistan Pakistan
- 21. The Relationship between Inventory Management and Financial Performance of Manufacturing Industry in Pakistan

 Link: https://www.researchgate.net/publication/354787745 The Relationship between Inventory Management and Financial Performance of Manufacturing Industry in Pakistan
- 22. The mediating role of compassion in the relationship between servant leadership and job performance: an empirical analysis of higher education institutes of Quetta city. Link: https://www.researchgate.net/publication/346266207 THE MEDIATING ROLE OF COMPA SSION IN THE RELATIONSHIP BETWEEN SERVANT LEADERSHIP AND JOB PERFORMANCE AN EMPIRICAL ANALYSIS OF HIGHER EDUCATION INSTITUTES OF QUETTA CITY
- 23. Socio-economic impact of Gwadar deep seaport on natives,
 Link: https://www.researchgate.net/publication/349604307_SOCIO-
 ECONOMIC IMPACT OF GWADAR DEEP SEAPORT ON NATIVES#fullTextFileContent

CERTIFICATIONS

- Supply Chain Management (USAID)
- USG Assistance Award Management Learning Program
- Capacity Strengthening Basics: An Introduction to CRS' Approach to Capacity Strengthening
- Conflicts in purchasing
- Harassment Prevention

- How to write an effective e-mail
- ICT4D Overview
- Information Security Awareness Foundational Assessment
- Purchasing project cost analysis
- Information Security Awareness Advanced

COMMUNICATION SKILL:

ENGLISH, URDU, BALOCHI, BRAVI, AND PASHTO

REFERENCES

• Muhammad Shareef

Provinical Lead IRC Balochistan

Email: Muhamad.Shareef@rescue.org

Cell number: 03008381686

Shafeeq Ahmed

SIF provincial Program Manger Balochistan

Email smengal_77@yahoo.com Cell number: 92 332 7945633

• Dr Mir Saadat Baloch Pro-vice chancellor Mukran University

Email sonybaluch@gmail.com Cell number: +92 313 1000033