

# SALMAN ALI SHAH

Monitoring & Evaluation  
Officer



+92-333-3459808  
salurizvi124@gmail.com

## Objective:

To serve in organization which offers challenging and excellent working environment so as it would enable me to improve my abilities, develop, and furnish my working skills and also give me opportunities for career advancement.

## Personal Details

Date of Birth  
01-08-1992

Nationality  
Pakistani

Marital Status  
Married

## Address:

Syed Muhalla Umerkot  
Near Sadat general store

## References

**DR HADIA MIRZA**  
Federal M&E (Donor) UNICEF  
+92 300 0222282  
hmirza@unicef.org

**HARIS HAFEEZ**  
HR Manager (Tameer e khalaq  
foundation)  
+92 343 5264776  
haris.hafeez@tameerekhalaq.org

## Experience

### **Idara -e- Taleem -O- Agahi (ITA) since Nov 2022 to 31 July 2023**

#### **Monitoring & Evaluation Officer**

- Conduct project process evaluations to ensure all processes are executed timely and effectively.
- Provide support to Social Mobilizers in conducting trainings of Learning Facilitators/teachers
- Provide supervision and support to Social Mobilizers in design of their monthly and daily plan.
- Provide input and support to Program Head in drafting the M&E framework for the project.
- Responsible for monitoring the TLCs for quality of delivery and effectiveness
- Monitor the Schools/TLCs as per the designed and approved M&E plan.
- Facilitate the project team in distribution of supplies, execution of activities and events, and advocacy of project results
- Conduct project process evaluations to ensure all processes are executed timely and effectively.
- Consult with relevant stakeholders in order to improve the delivery of project KPIs
- Prepare weekly, monthly, quarterly reports to reflect performance and progress of workplan
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to
- update Program Head on project progress.

### **Tameer-e-Khalaq Foundation since September 2021 march 2022**

#### **Provincial monitoring & Reporting officer-Sindh**

- Coordinate with field monitors to ensure timely and accurate reporting during all phases of the campaign.
- Review and recheck database entries made by monitors and devise techniques to rectify repeated errors.
- Ensure that monitors are present in the field when and where they are meant to be and troubleshoot problems that may arise (particularly during campaign days).
- Prepare reports as and when needed, such as monthly management reports, training reports and other analytical tools to be reviewed by TKF senior management and donor organizations.
- Prepare and deliver professional presentations to TKF senior management, donor organizations and stakeholder
- Prepare and plan agendas, logistical arrangements, presentations and materials for trainings for field monitors (both, online and in-person)
- Conduct field visits to provide hands-on support and guidance to monitors as well as verify and troubleshoot any programmatic challenges
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## Experience

### **Tameer e-Khalaq Foundation since April 2022 to October 2022.**

#### **Provincial monitoring & Reporting officer-Baluchistan**

- Coordinate with field monitors to ensure timely and accurate reporting during all phases of the campaign.
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## Experience

### **Tameer-E-Khalaq Foundation from April 2020 to June 2021.**

#### **UC Monitoring & Reporting Officer**

- Monitoring EPI centre for effective immunization.
- Monitoring the Cold Chain Management of vaccines.
- Monitoring Fixed sited & Outreach sites of R.I.
- Updating Micro Plan of Routine Immunization.
- Antigen wise compilation for review meeting with TFPs.
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### **IRD (Interactive Research & Development) from December- 2016 to April 2019.**

#### **Field Coordinator**

- Zindagi Mehfooz (ZM) Program Deployment (Mobile Application, QR Codes and Data Entry over ZM Server).
- Cold Chain Management.
- Supplies adequacy.
- Record Management of vaccinators.
- Visit to community for data validation according to their field plan.
- Validate 10% children immunization data of his respective Area/town.
- Visit to community for physically validate the data sent by vaccinators and report the compliance to his immediate supervisor.
- Organize and conduct two Community sessions per week to increase the awareness on immunization & General Health.
- To participate in weekly organizational meeting to share the current progress and challenges of Zindagi Mehfooz Program.
- Conducted health facilities attachment (HFA) using open data tool Kit (ODK) for zindagi Mehfooz Program).
- To participate in monthly Lady Health Workers, Community and any other meeting that has role in improving the immunization status.
- Make and follow their weekly work plan.
- Submit daily field report (DFR) for their daily field activities.
- Prepare the weekly issues list and will share it in weekly meeting.
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### **IRD Affordable Transport for Immunization (ATI) from December 2019 to April 2020**

#### **Field Coordinator**

- Providing Carpool service to community for immunization services.
- Collecting data from field workers and compiling report on daily basis.
- Daily field visit to ensure the field activities and work quality of field officers

### **IRD Randomize control Trail (RCT) from january 2020 to April 2020**

#### **Field Officer**

- Providing incentive service to community for increase the maximum number of immunization services.
- Collecting data from care givers and compiling report on daily basis.
- Daily field visit to EPI center

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**Worked as a Supervisor with Nutrition International at Thatta.  
01 month End line Survey in Shikarpur.  
01 Year working experience in Nutrition Assistant in Save the Children.**

**SURVEYS:**

- One month base line survey with IRD Pakistan.
- One month End line survey with IRD Pakistan.
- Data collector with Benazir Income Support Program (BISP) at District Shikarpur.

**TRAINING:**

- Training on Patient Conservation Map from IRD at Shikarpur.
- Health Facilities Assessment (HFA) using Open Data Tool Kit (ODK) for Zindagi Mehfooz Program from IRD at Shikarpur.

**LANGUAGES:**

English, Urdu, Sindhi, Farsi and Brahvi,

## Education

**Masters:**

Master in International Relations  
University of Shah Abdul Latif Khairpur  
Sindh  
2010-2014

**Intermeduante:**

HSSC in Pre Medical  
Board of Secondary Education Larakana  
Sindh  
2007-2009

**Matriculation:**

SSC in Science  
Board of Secondary Education Larakana  
Sindh  
2005-2007

## Professional Skills

Diploma in information technology  
Magnific center Larkana  
Sindh  
2009

- Good in Record keeping Skills
- Co-ordination Skills
- Reporting Skills
- MS Word
- MS excel
- Power point
- Outlook
- Data Analys
- software solution