

Shafqat Ali Bhutto



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ACADEMIC QUALIFICATION:

Degree	Board / University	Year	Division / Grade
M. A (Economics)	Shah Abdul Latif University	2009	2 nd Division
B. Commerce	Shah Abdul Latif University	2007	1 st Division
Intermediate	B.I.S.E Larkana	2005	1 st Division
Matriculation	B.I.S.E Larkana	2003	1 st Division
Diploma in Information Technology (DIT)	SZABIST Larkana	2011	1 st Division

LANGUAGES:

English, Urdu, Sindhi (Reading, Writing and Speaking).

SKILLS:

Computer (MS Word, Power Point, Excel and Internet), Presentation, Mobilization, Training and Report Writing Skills.

PROFESSIONAL EXPERIENCE:

District Focal Person / Coordinator,

28th November 2022 to Present, with The Indus Hospital & Health Network (IHNN) – Infection Prevention Control Project funded by Global Fund at District Shikarpur, Sindh.



Job Responsibilities:

- In collaboration with teams, conduct needs assessments and surveys.
- Maintain close liaison with district counterparts on all technical and operational aspects of the program.
- In the line with the approved WP and targets develop quarterly and monthly plans and share them with the program manager.

- Provide regular feedback to the program manager on regular basis.
- In coordination with the district health authorities, identify & map health facilities/centres at the district & community level and ensure these are following SOPs as per the agreed plan.
- In coordination with the district health authorities, organize capacity building training, workshop, meetings for the staff of public and private health facilities on project interventions.
- Monitoring all project-related activities at the district & community level.
- Regularly organize coordination meetings, share meeting minutes with the Program Manager and act on action points raised in the meetings.
- Ensure that monthly reports are prepared and collected from relevant stakeholders and submitted timely to the Program Manager.
- Maintain all program databases (MIS, training, and log data) timely at the district level.
- To conduct monitoring & supervisory visits to health facilities/focal persons at the district level providing related project services.
- To provide data in an orderly manner for quarterly progress updates.
- Any other task assigned by supervisor.

Assistant (HR Department) – Registrar Office,

17th June 2021 to November 30, 2022, with Sukkur IBA University.



Job Responsibilities:

- Assisting HR with the process of recruitment, including vetting candidates, assisting with interviews and issuing employment contracts.
- Supporting internal and external inquiries and requests related to the HR department.
- Compiling and maintaining paper, digital and electronic employee records, including holiday and sickness leaves.
- Processing payroll and assisting with the documentation of employee compensation and benefits.
- Supporting HR-related training programs, workshops and seminars.
- Entering employee data into computer database.
- Overseeing HR events and meetings and coordinating management-employee communications.
- Continuously learn the latest HR best practices to improve workplace efficiency.

Coordinator – Monitoring, Evaluation, Accountability & Learning,

02nd October 2019 to 31st December 2019, with Indus Resource Centre – Marriage – No Child Play Project funded by Oxfam at District Larkana & Shikarpur, Sindh.



Job Responsibilities:

- Developed specific monitoring and evaluation tools to match program activities.
- Identified strengths and deficiencies in current systems and proposed improvements.

- Gathered and reviewed performance data to produce accurate analyses and reports.
- Coordinated and provided technical support to different partners.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.
- Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
- Maintain a record of all monitoring documents relating to the project.
- Any other task assigned by Program Manager/Executive Director.

Program Officer – Monitoring Evaluation & Reporting,

03rd March 2017 to 31st August 2019, with NRSP – Promoting Sustainable WASH Services at Scale Project funded by Water Aid Pakistan at District Thatta Sindh.



Job Responsibilities:

- Collected, arranged and input information into database system.
- Developed and updated tracking spreadsheets using Excel.
- Used mWater application to model data and forecast trends.
- Evaluated performance and policies against plan.
- Tracked and analyzed reports to determine where improvements in business could be made.
- Managed and archived quality documentation and participated in internal and external quality audits.
- Managed quality assurance program including on site evaluations, internal audits and customer surveys.
- Developed and executed plans to monitor standard process adherence.
- Improved quality processes for increased efficiency and effectiveness.
- Determined and recommended methods to address improvement opportunities.
- Monitored social media and online sources for industry trends.

District Program Officer

05th November 2014 to 10th December 2016, with Pakistan Red Crescent – Integrated Community Base Risk Reduction Program funded by Norwegian Red Cross at District Jamshoro Sindh.



Job Responsibilities:

- Drove year-over-year business growth while leading operations, strategic vision and long-range planning.

- Developed and implemented productivity initiatives, in addition to coordinating itinerary and scheduling appointments.
- Identified areas of weakness and recommended or implemented process improvements.
- Devised checklist for Document Control clerks to streamline the release of Design Plans and increase accuracy.
- Assessed impact of emerging technology and system upgrades on workflow.
- Supported end-user access requirements by establishing compliant systems and effective access policies.
- Promoted efficient document processing by maintaining orderly and clean control room.
- Organized and efficient document flows by using excellent planning and multitasking skills.
- Managed training courses, setup and maintenance for document control systems.

Planning, Monitoring, Evaluation and Reporting Officer,

15th January 2012 to 31st October 2014, with Pakistan Red Crescent – Livelihood (Food & Security) Project funded by German Red Cross at PRC Provincial Head Quarter, Sindh.



Job Responsibilities:

- Conduct periodic monitoring visits across programme area and come up with key findings and recommendations.
- Develop evaluation work plan for all project in which evaluation is budgeted and share it with concerned area offices
- Prepare comprehensive monitoring reports.
- Follow-up with respective field teams in relation to corrections and action points.
- Coordinate with the Field Team in to ensure work plans are regularly submitted.
- Extract key findings and action points from reports and share it with District management.
- Updating monitoring templates in the light of field experiences and interaction with MEAL & Implementation team.
- Support PMER Manager and area office in drafting the TORs for evaluations and others if & when required for ongoing projects.
- Extend support to PMER Manager and field teams in developing supplementary checklist to effectively monitor activities as and when required.
- Support PMER Manager in the development of tools for evaluations / survey.
- Coordinate and draft initial comments/feedbacks on M&E Reports.
- Proper filing system developed and updated for monitoring related information.

PROFESSIONAL TRAININGS:

- **Communication and Accountability Training / Workshop** conducted by Pakistan Red Crescent / International Federation of Red Cross at National Head Quarter Islamabad.

- **Planning, Monitoring, Evaluation & Reporting Training / Workshop** conducted by Pakistan Red Crescent / International Federation of Red Cross at National Head Quarter Islamabad.
- **Report Writing Training / Workshop** conducted by Pakistan Red Crescent / International Federation of Red Cross at Provincial Head Quarter Karachi.
- **Training of Trainers (ToT)** conducted by Pakistan Red Crescent / International Committee of Red Cross at Provincial Head Quarter Karachi.
- **Branch Disaster Response Team (BDRT) Training** conducted by Pakistan Red Crescent / International Federation of Red Cross at Provincial Head Quarter Karachi.

AWARDS & ACHIEVEMENTS:

- Best District Performance award awarded by Provincial Secretary at Karachi.
- Best Performance award for valuable contribution in the Successful Implementation of Livelihood (Food & Security) Project presented by German Red Cross at Karachi.
- Best performance award on Communication Officer by Project Coordinator at Karachi.
- Certificate of appreciation by Deputy Commissioner Jamshoro.

REFERENCES:

Name:	Naimatullah Jakhro
Position:	Lecturer
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Name:	Mir Muhammad Baloch
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