**Shafqat Ali Bhutto**

**ADDRESS:**

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**ACADEMIC QUALIFICATION:**

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| **Degree**  | **Board / University**  | **Year**  | **Division / Grade**  |
| M. A (Economics) | Shah Abdul Latif University  | 2009  | 2nd Division  |
| B. Commerce | Shah Abdul Latif University  | 2007  | 2nd Division  |
| Intermediate | B.I.S.E Larkana  | 2005  | 1st Division  |
| Matriculation | B.I.S.E Larkana  | 2003  | 1st Division  |
| Diploma in Information Technology (DIT) | SZABIST Larkana | 2011 | 1st 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 agreements (Contracts & MOUs) for projects, office building including extensions, amendments if and when required.
* Maintain close liaison with district counterparts (i.e. health department and other social sectors) on all technical and operational aspects of the program and support for smooth implementation.
* Responsible to the timely submission of monthly / quarterly qualitative and quantitative reports of project activities for assigned projects as well as for donor.
* In the line with the approved WP and targets develop quarterly and monthly plans and share them with the program manager.
* Responsible for financial management reports of assigned projects, ensuring accurate monthly expenses and invoices, ensuring reports are attached to verifiable activities reported and supporting to audit teams.
* 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.
* Organized the stakeholder meetings on monthly basis, attending relevant workshops / monitoring visits and sharing knowledge along with for the betterment of the project.
* 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.
* Responsible to conduct periodic as well as monitoring of all project-related activities at the district & community level and give the follow-up to resolve the queries.
* Responsible to conduct the district mapping for identifying the health care providers for the service providing as per project.
* 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.



**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.
* Provide administrative support including handlining the corresponding and maintaining files.
* 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 at Registrar Office.
* Supporting in handling HR calendars and also support in organize board meetings, prepare working papers and minutes of meeting.
* Ensure the compliance with all rules and regulation along with management as pre-requirement of HEC / PEC / Governments.
* 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.
* Responsible to the timely submission of monthly / quarterly qualitative and quantitative reports of project activities for assigned projects.
* Coordinated and provided technical support to different partners.
* Oversaw the project-level reviews and completion reports of the projects, ensuring the reports submitted with the time deadlines to the head office and donor as well.
* 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 analysed 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.
* Responsible to the timely submission of monthly / quarterly qualitative and quantitative reports of project activities for assigned projects.
* 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.
* Responsible to the timely submission of monthly / quarterly qualitative and quantitative reports of project activities for assigned projects.
* Assessed impact of emerging technology and system upgrades on workflow.
* Supported end-user access requirements by establishing compliant systems and effective access policies.
* To carry out follow-up monitoring visits to materialize actions agreed in action plan, also maintain ‘Activity Tracker Plan’ at field level;
* To participate in monthly cluster / review meeting to collect the updates.
* Promoted efficient document processing by maintaining orderly and clean control room.
* To assist in carrying out baseline surveys, monitoring and evaluation exercises and impact assessments when needed;
* 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 & Reporting Officer,**



**15th January 2012 to 31st October 2014, with Pakistan Red Crescent – Integrated Recovery Program (IRP) Project funded by International Federation of Red Cross & German Red Cross at Provincial Head Quarter, Sindh.**

**Job Responsibilities:**

* Responsible to collect program data on pre-defined templates and ensure data consistency for data consolidation from the field.
* To carry out monitoring visits for data validation/verification and provide technical backstopping for error free data record.
* To maintain database of data being reported as a backup at district level.
* To monitor community mobilization process and support to the field teams if and when required.
* To establish, manage and strengthen Accountability to Beneficiaries mechanisms at district level, this also includes capacity building of partner organizations on this theme.
* To carry out regular field monitoring of program interventions at district level and produce monitoring reports accordingly.
* conduct debrief sessions with relevant program staff and develop an agreed action plan for the capacity building.
* To carry out follow-up monitoring visits to materialize actions agreed in action plan, also maintain ‘Monitoring-Action Plan Tracker’ at field level;
* To participate in monthly cluster / review meeting to collect the updates.
* To manage Complaint and Feedback Mechanism at district level which facilitates beneficiaries /communities to register complaints and share feedback.
* To maintain complaints and feedback tracking database and do follow up on complaints to reach a resolution involving relevant project/program.
* To assist Provincial M&E Manager in identifying key compliance / quality questions based on checklists and minimum standards for monitoring project performance.
* To assist in carrying out baseline surveys, monitoring and evaluation exercises and impact assessments when needed;
* Any other tasks given by line manager.

**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:**

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| **Name:** Naimatullah Jakhro **Position:** Lecturer **Organization:** Government of Sindh **Address:** Near Nako # 07, Larkana **Phone:** 0331-3545935 **Email:** naimatullahjakhro@gmail.com  | **Name:** Irshad Abbasi **Position:** Program Manager **Organization:** Indus Resource Centre **Address:** Bhens Colony, Near SP Chowk, Larkana **Phone:** 0333-7563378**Email:** irshad.hyder@gmail.com |
| **Name:** Mir Muhammad Baloch **Position:** Program Manager **Organization:** National Rural Support Programme **Address:** NRSP District Office Thatta @ Makli **Phone:** 0300-0738296 **Email:** mbaloch.pff@gmail.com |