

Mr. Shah Khalid

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Professional Profile

With 14 years of experience in the social and developmental sector, I have worked with both national and international organizations. My expertise includes community mobilization, assessment, data collection, health and hygiene promotion, and reporting. I have successfully managed projects related to WASH, livelihood, nutrition, health sector control, and mental health and psychosocial support during emergency situations, disease outbreaks and long-term development initiatives. I have worked with host communities, displaced persons, and Afghan refugees in Pakistan. I am adept at working independently and under pressure

Career Highlights

MEAL Assistant/ Data validation Assistant 2023 to continued
Monitoring & Evaluation Officer 2022 to 2022 (approximately 1 Year)
Community Outreach Specialist 2021 to 2021 (approximately 1 Year)
Site supervisor FAST/ZTB Peshawar 2018 to 2020 (3 years)
Field Officer 2015 to 2017. (2 years)
Social Organizer 2014 to 2015 (approximately 1 Year)
Food Security and Livelihoods Officer (FSL) 2013 to 2014 (approximately 1 Year)
Social Organizer/Hygiene Promoter 2013 to 2013. (approximately 1 Year)
Community Rehabilitation Worker (CRW) 2012 to 2012 second entry (6 months)
Health Promotion & Nutrition Supervisor 2011 to 2011 (7 months)
Statistical Assistant 2007 to 2009 (2 years)

Education & Training

Master of Science in Economics

International Islamic University Islamabad, Pakistan

Professional Trainings

- Social Mobilization tools
- Health promoters on BCC
- primary eye care
- Healthy aging people
- Disability Care Giver

Communication and Interpersonal Skills

- ✦ Risk Assessment
- ✦ Strong listening skills.
- ✦ IT skills (Ms Office)
- ✦ Conflict Management
- ✦ Advocacy

Employment History

Position: MEAL Assistant/ Data validation Assistant

Organization: International Medical Corps (IMC)

Periods: since 6th March 2023 to 31st Dec 2024 and continued.

Responsibilities:

- Monitoring of ongoing UNHCR MHPSS & Health interventions and services, Monitoring of field staff and beneficiary feedback collection, cross-checking data entry and field data collection accuracy, assessing service delivery quality and gather data for reporting. Any other task. Assisted in tracking the progress of project activities against work plans and performance indicators.
- Supported the development of M&E tools, such as surveys and checklists, and helped in data collection efforts.
- Contributed to the analysis of data and assist in preparing M&E reports.
- Regularly collect and enter ARS data into the system, Assist the Office Admin with routine administrative tasks, including maintaining documentation, scheduling meetings, and tracking office supplies. Provided administrative support to the program team, including scheduling meetings, preparing meeting minutes, and managing calendars.

Position: Monitoring & Evaluation Officer

Organization: Salik Development Foundation (SDF)

Periods: 1st Jan 2022 to 31st Dec 2022.

Responsibilities:

- Monitoring of field staff and beneficiary feedback collection, cross-checking data entry and field data collection accuracy, assessing service delivery quality and gather data for reporting. Any other task.

Position: Community Outreach Specialist

Organization: Hashoo Hunar Association (HHA)

Periods: 1st Sep 2021 to 31st Dec 2021

Responsibilities:

- Build and maintain effective relationships with community members, particularly women, children, and persons with disabilities to ensure their active participation and ownership in community-based protection activities and spaces.
- Conduct community consultations to identify protection needs, concerns, and priorities.
- Organize community meetings and awareness sessions on protection-related topics.
- Facilitate community-led initiatives and promote local ownership in protection activities.
- Assist in the establishment and management of Protection spaces, such as, women and girl friendly spaces, child friendly spaces.
- Support the recruitment, training, and capacity building of staff and volunteers involved in community-based protection activities, including info-desk.

- Monitor the delivery of services in HHA Protection spaces, and the compliance with protection standards and guidelines.
- Assist with development of detailed work plans, budgets, and activity schedules in collaboration with stakeholders.
- Collaborate with relevant stakeholders, including local authorities, community leaders, and service providers, to strengthen referral systems and linkages with other protection and support services.
- Foster positive relationships and establish regular communication channels with community members, leaders, and organizations.
- Support and present accurate reports on program activities, including, attendance records, progress reports, statistical and narrative summaries.
- Perform other related duties as assigned.
- awareness in community on safe migration
- MRC Session
- Case studies
- Mobilization
- Reporting

Position: Site supervisor FAST/ZTB Peshawar

Organization: Indus Hospital Network

1st Jan 2018 to 31st Dec 2020 (3 years)

Responsibilities:

- Supervision of Health workers in finding Active safety, separately TB cases (FAST) including:
- 1-CXR and verbal screening of patients. 2- presumptive patients. 3- sputum collection. 4- Gn xpert testing, 5- Fill out the Treatment initiation form. 6- MTB-positive patients' registration with DOTS. 7-Call for monthly follow-up visits for medicine. 8- sputum test for AFB. 9- end of follow-up form. 10- Strong coordination with Drs and administration of the whole facility. 11- Weekly progress meeting and presentation on achieved targets. 12- Focused on all indicators of targets. 13- incensement in TB03 of the last quarter to the current quarter.
- Any task assigned by the line manager.

Position: Field Officer

Organization: State Development Organization (SDO/CESVI)

21st August 2015 to 30th May 2017. (2 years)

Responsibilities and Job Description:

- CO formation
- FGDs
- Strong Coordination with project coordinator
- Assisting coordinator in field planning.
- Assessment of the beneficiaries for NFIs.
- NFIs Distribution

- Team capacity building
- Strong liaison with the line department.
- Reporting.

Position: Social Organizer

Organization: Alfalah Development Foundation (ADF)

27th December 2014 to 20 August 2015.

Responsibilities and Job Description:

- community mapping, FGDs, CO formation, and distribution of Hygiene kits. Latrine Construction, reporting to the line manager on daily tasks.

Position: Food Security and Livelihoods Officer (FSL)

Organization: Action Against Hunger (ACF)

October 2013 to 30th September 2014 (approximately 1 Year)

Responsibilities:

- The Food Security and Livelihood Officer is tasked with planning, implementing, and overseeing field-level activities related to cash and voucher assistance (CVA), food assistance, and livelihoods projects. Key responsibilities include:
 - Planning & Implementation: Manage and oversee income-generating activities, agriculture, and livestock projects under the guidance of the FSL Deputy Program Manager.
 - Community Engagement: Identification and selection of vulnerable communities and beneficiaries for cash, food vouchers, and livelihood support in collaboration with community leaders and stakeholders.
 - Vendor Management: Engaged with vendors, documenting activities, and monitoring their role throughout the project lifecycle.
 - Accountability: Ensured transparency and fairness in cash or voucher transfers, keeping communities informed via regular communication.
 - Coordination: Worked closely with the Deputy Program Manager and teams to implement the project efficiently across locations.
 - Field Support: Oversee field teams to ensure that objectives are met, and activities align with strategies, implementation plans, and regulations.
 - Beneficiary Support: Organize training for beneficiaries in income-generating activities (IGA) and agriculture best practices. Monitor cash grants provided for IGAs and livestock purchases.
 - Data Collection & Monitoring: Facilitate the collection of beneficiary data and work with M&E teams to improve program approaches through data analysis.
 - Documentation: Document lessons learned, success stories, and best practices to contribute to organizational learning.
 - Reporting: Provide daily updates, share challenges, and suggest solutions to the program team. Assist in compiling quality reports.
 - Collaboration: Ensure correct and updated data is accessible to the team and contribute to regular monitoring, evaluation, and reporting efforts.

- Representation: Represent the organization with local authorities and stakeholders and conduct area mapping using PRA tools for population data.

Position: Community Mobilization officer

1ST October 2014 to 31st December 2014

Project Area: South Waziristan Agency (SWA),

- Field visits, community mapping, FGDs, CO formation, distribution of NFIs/Hygiene kits,
- Shelters and livelihoods.
- Coordination with other technical departments (nutrition, water, and sanitation) and support departments (log-admin, human resources).

Position: Social Organizer/Hygiene Promoter

Organization: Social Efforts for Education and Development (SEED).

1st April 2013 to 15th September 2013. (approximately 1 Year)

Responsibilities and Job Description

- Field visits, community mapping, FGDs, CO formation, distribution of Hygiene kits *orientation on (PATS/CLTS)*

Position: Community Rehabilitation Worker (CRW)

Organization: Handicap International – Pakistan

Oct 2009 to Dec 2010 (1 year+)

From Feb 2012 to 15th July 2012 second entry (6 months)

Responsibilities and Job Description:

- Field visits, community mapping, FGDs, CO formation, distribution of NFIs/Hygiene kits and distribution of assistive devices for PWDs. Report to team leader about daily activity

Position: Health Promotion & Nutrition Supervisor

Organization: Merlin - Pakistan

Jan 2011 - July, 2011 (7 months)

Responsibilities and Job Description:

- Field visits, supervision of health workers, FGDs, CO formation, distribution of Hygiene kits/ NFIs, sustainable health promotion education program. in the targeted communities and Health facilities.
- Presentation and coordination with PMC,
- Assist PMC in arranging training for Health Promoters.
- Monitor the activities of health promoters in their communities.
- Monitor health promotion activities provided by the medical and para-medical staff, including the DHQ and LHWs.
- Responsible for accurately and timely reporting, any other duty assigned by Supervisor.

Position: Statistical Assistant

Organization: Federal Ministry of Education

Oct 2007 — 14th Jun, 2009 (2 years)

Responsibilities and Job Description:

- *Assisted in the day-to-day implementation of program activities, ensuring they align with project goals and timelines.*
- *Coordinated logistics for meetings, workshops, training sessions, and field visits.*
- *Liaised with internal teams and external partners, including stakeholders, NGOs, and government officials.*
- *Maintained effective communication and collaboration between program teams and partners.*
- *Provided administrative support to the program team, including scheduling meetings, preparing meeting minutes, and managing calendars.*

- *Manage and organize program files, records, and databases, ensuring all documentation is up to date.*
- *Handled routine correspondence, communications, and follow-up with stakeholders.*
- *Provided logistical and administrative support for field activities, including travel arrangements for program staff.*

References:

- **Mr Ghazi Khan**

Designation: Coordinator M&E

Organization: International Medical Corps IMC

Email: ghazi.khan@internationalmedicalcorps.org

Tel: +92-51-2163156-7, + 92 3349411131

Skype: ghazi_imc

- **Mr. Ghazanfar Hayat**

Designation: Provincial coordinator - ACF/FAST/ZTB

Organization: Indus hospital Network

Email: amo.psh.mss@gmail.com

Cell # + 92 3005998825

- **Dr Rabia Maniar**

Designation: National Manager GHD/FAST/ZTB

Organization: Indus hospital Network.

Email: rabia.maniar@ghd.ihn.org.pk

Cell # +92 3352943643

- **Mr, Hamidullah**

Designation: Counsellor

Organization: Migrant Resource Centre (MRC)

Email: hamidullah.khan@mrc.org.pk Cell # 0333-5588036