

C U R R I C U L U M V I T A E

TAHIR ABBAS TAREEN

Postal Address: House No. '100' block 'X'
Dera Ghazi Khan City (Punjab), Pakistan.
Contact No.: +92-320-2292110
E-mail: tahir_tareen@yahoo.com



CAREER OBJECTIVE:

Work in progressive organization offering challenging career opportunities and congenial work environment to become excellent professional & excel in my field.

PERSONAL PROFILE:

Father Name:	Ghulam Abbas Tareen
D.O.B:	October 12 th , 1985
N.I.C #.	32102-8308598-9
Nationality:	Pakistani
Marital status:	Married

EDUCATION:

- **M Phill Sociology** (2022-2024)
Ghazi University DG khan
- **M.Sc Rural Sociology** (2008-2011)
University of Agriculture (Faisalabad, Pakistan)
- **Master in Economics** (2022-2024)
Laki Marwat, Paksitan
- **Bachelors** (2005-2007)
Baho U Din Zakriya University, BZU (Multan, Pakistan)
- **D.Com** (2003-2005)
PBTE (Lahore, Pakistan)
- **Matric** (2000-2002)
BISE (DG Khan, Pakistan)

PROFESSIONAL EXPERIENCE:

1st Assistant Director Field Operations/District Focal Person DG Khan- at Punjab Social Protection Authority (World Bank Funded Project) from 1st August 2021 to date.
<https://pspa.punjab.gov.pk/punjab-human-capital-investment-project>

Roles & Responsibilities

- As a Field Operations Officer, I have extensive experience working in **Health, Education, and Social Protection** for vulnerable families in Punjab.

- Work as a Principal Support staff with Additional Director Field Operations PHCIP and assist him in all aspects of Program including Planning Budgeting, Coordination implementation and monitoring of PHCIP in particular and PSPA functional in general.
- Conducted Social Mobilization activity with stake holders for beneficiaries in field at Punjab level.
- Managed and resolved all community and beneficiary complaints received via phone, CMS, stakeholders, and field visits through the grievance redressal mechanism.
- Acquire full familiarization with the PSPA and PHCIP mandate structure and activity including all government and donor funded programs with special focus on each program components and its requirement.
- As a District Focal person monthly meeting for District Coordination Committee (DCC) will be conducted & screening and do identify the issues of the project in the presence of the all-stake holders.
- Liaison with implementing partners and field officers of implementing agencies (Punjab Primary and Secondary Health Department and Punjab School Education Department in respective district to keep abreast of the progress and interventions in the project implementation phase.
- Prepare monthly progress reports and or more frequently as it may be desired by the project management team.
- Implement Grievance redressal Mechanism as per the Guidelines provided by the additional director Grievance redressal Mechanism and instructions given in the operations manual of PHCIP and to ensure that complaint is recorded and reported properly to PHCIP team at HQ Lahore and resolved finally.
- Assist Additional Director Grievance Redressal Mechanism in establishing the system/ mechanism of addressing the complaints and grievances of the beneficiaries with the implementing agencies.
- Establish field offices in at district level and ensure its visibility to target audiences by making use of appropriate tools media for communication such a sign board banners posters brusher's Pamphlets etc.
- Develop protocols for the office management with support of the program officers at PSPA-PHCIP.
- Equip office with necessary supplies IEC material and other requisites needed for smooth functioning of the office in support and coordination with PHCIP Head office at Lahore.
- Ensure dissemination of IEC and Program Publicity material at tehsil and district level to create general public awareness and educate target Population (beneficiary).
- Develop local level monthly/ quarterly work plans with clear indication of list of activities to performed, objective targets to be achieved and setting of milestones to measure the progress of project.
- Undertake random field visit to project sites including, but not limited to interventions of ECE Schools, Health Facilities, and Economic Inclusion components on routine basis to

oversee progress as well as share findings formally in the form of a report as well as more frequently on ad-hoc basis as the need may arise.

- Maintain proper record of IEC and Publicity material before and after its dissemination and distribution.
- Manage relationship with relevant stakeholders/ Partner organizations including, but not limited to Government departments at local levels, project beneficiaries, community and local organizations.
- Represent PHCIP at appropriate local forums and in local level coordination meetings with IPs and/ or IAs.
- Maintain Project documents progress and monitoring reports including emails and other official letters for record and reference purpose.
- Accompany PHCIP team to project sites during their field visits and provide ultimate support to the team.
- Perform any other task assigned by CES, PSPA in furtherance of PSPA mandate and interventions.

2nd- Assistant Manager Monitoring & Evaluation at Punjab Health Initiative Management Company, (PHIMC) from 8th May 2017 to 30th July, 2021.

<https://phimc.punjab.gov.pk/>

Roles & Responsibilities

- Worked as an Assistant Manager make a strategy of registration BISP Beneficiaries for Health Card.
- Work with the concerned Insurance company and government institutes to ensure that linkages between MIS and PHIMC are not only established successfully but strengthened overtime.
- Work with other M&E team members to develop electronic and paper-based monitoring system.
- Implement the program information database.
- Develop and implement data collection techniques and tools, including working with external service providers to develop other relevant management information systems.
- Do field visits for monitoring and evaluation of project activities and prepare routine reports on results of visits and project progress.
- Build data and make reports to management to track project and program progress against agreed targets and log-frames.
- Work with other M&E team members to ensuring implementation is in harmony with the project/ program specific operational plans and report regularly on all activities.
- Develop and implement evaluation plans for all projects and for the PHIMC as a whole.
- Work on evaluation processes, including liaising with external stakeholders and services providers, creating terms of references and evaluation guidelines, and ensure that baseline studies are conducted for all projects that information is stored for future use.

- Design and implement a system to identify, analyze, document and disseminate lessons learned from program and project activities.
2. **Monitoring & Evaluation Officer (Punjab)** at **Mobile Health Unit Project**, Government of Punjab from May 1st, 2012 to April 30th, 2017. This program is being run in 6 districts of Punjab in which (Rajanpur, Bahawalpur, Bahawalnagar, Mianwali, Muzaffargarh, DG Khan).
<http://www.pmuhealth.gop.pk/>
Roles & Responsibilities
- Making frequent surprise visits to the project.
 - Sending monthly reports to Secretary Health and headquarter Mobile Health Unit (Punjab Govt).
 - Assisting the Auditor General office for annual audit of our Project.
 - Satisfying the queries of Punjab Health Care Commission (PHC) regarding performance of the Project.
 - Inspecting all kinds of working staff discipline at the units.
 - Interviewing random patients for quality of treatment, medicine & laboratory test facilities.
3. **Health Educator** at Pakistan Red Crescent Society, Punjab, “Layyah” Pakistan for 02 Months.

TRAININGS / WORKSHOPS:

1. 02 Days workshop on “**UNDP-M&E Service** for Electoral Cycle Support to the Election Commission Pakistan Project held by APEX Consulting Pakistan.
2. 01 day Training on Electronic Medical Record (**EMR**) APP (Conducted by Punjab Social Protection Authority & Primary and Secondary Healthcare Department).
3. 02 days international work shop on General Research, Data Collection and use of SPSS Analysis in science and Social science conducted by Ghazi University DG khan.
4. 03 Days workshop on **Report writing** at South Asia Partnership Pakistan Lahore.
5. 03 Days workshop **Peace Conflict and Management** at South Asia Partnership Pakistan Lahore.

RESEARCH WORK / THESIS:

A Sociological Investigation of Socio-Economic and Psychological Effects of Suicide Bombing on Community in Dera Ghazi Khan City.

COMPUTER SKILLS:

MS Office (Microsoft Word, Excel and Power Point) & CMIS.

KEY SKILLS:

- Excellent Communication Skills
- Good Interpersonal Skills
- Strong Analytical and Problem-solving Skills

LANGUAGES:

- Urdu
- Saraiki

REFERENCE AVAILABLE ON YOUR REQUEST