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Key Qualifications:

Being a professional in Finance, Budgeting, Training, Research & Project Management I am interested to find employment within the Private or public sector. I wish to be associated with career-oriented organization which offers long term career prospects and I have the opportunity to utilize my skills and expertise gained through-out my practical life. A place where there are opportunities for future professional advancement, achievement and a chance to expand the horizon of knowledge in functional areas.

Currently working as District Coordinator on a DFID funded project KESP with Adam Smith International (ASI). Responsibility involves hands on assistance to Provincial Education Department and District offices in improving the quality of education, monitoring, departments strategic overview with the focus on its potential and challenges faced in effective delivery of services and capacity building.

Education:

* Masters in Economics , University of Lakki Marwat, Pakistan (2020-2021)
* Master in Business Administration, Al Khair University Pakistan (2005-2007)
* Master in Information Technology, Gomal University DIKhan, Pakistan (2003-2005)

Experience Record:

**Oct 2021 – Continue,** District Executive, Khyber Pakhtunkhwa Education Support Program Adam Smith International (ASI), Khyber Pakhtunkhwa, Pakistan

**March 2020 – Sep 2021**, Assistant Financial Consultant, Finance Secretariat KP, Oxford Policy Management – Sub National Governance -II, Khyber Pakhtunkhwa, Pakistan

**July 2013 – Dec, 2019**, District Coordinator, Sub National Governance Program, Oxford Policy Management – Khyber Pakhtunkhwa, Pakistan

**Oct 2010 – June, 2013**, System Analyst, Environmental Protection Agency, Khyber Pakhtunkhwa, Pakistan

**April 2007 - Sep 2010**, Planning Officer, Health Secretariat, Peshawar, Khyber Pakhtunkhwa, Pakistan

Role and Responsibilities as District Executive assignments:

District Executive, Khyber Pakhtunkhwa Education Support Program, Adam Smith International (ASI), Khyber Pakhtunkhwa, Pakistan

* Be the focal point person for coordination with the District Education Officers for the implementation of KESP activities at the district-level and provide guidance in the district-level planning and coordination.
* Keep close coordination with District Administration, government Line Department officials and community regarding project interventions and programmatic progress.
* Maintained maps of support services for survivors and discussed with the survey team.
* Develop and maintain good working relationship with the concerned government line departments and districts administration.
* Plan & undertaken regular site visits, surveys, rapid assessments, and overall monitoring & evaluation of programming activities.
* Conducted Focus Group Discussions (FGD’s) and employ other qualitative data collection tools and methods to assess and report on programming activities, impacts, and outcomes.
* Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review;
* Collected and organized data and analyzed data to identify patterns and trends.
* Created reports and visualizations to communicate findings to DEOs
* Organize and participate in district-level meetings (face-to-face and remotely) with Assistant Sub-Division Education Officers (ASDEOs), Sub-divisional Education Officers (SDEOs) and Deputy District Education Officers (DDEOs) to share data on district-level performance indicators under the District Education Plans (DEPs) and advise them on activities critical for improving performance on these indicators.
* Develop monthly district progress reports to share updates on districts’ performance on District Education Plans (DEPs)
* The development of monitoring and evaluation framework and of processes and tools:
* Provision of training and technical assistance to field teams regarding collection of the required project data for the out of school children survey.
* Ensured timely process monitoring of project activities by using approved project indicators and targets, and to highlight the areas of improvements for future improvements
* Conducted interviews with direct and indirect with parents of out of school children to obtain feedback on the quality of activities and recommendations for improvement.
* Prepared and compile, evidence-based evaluation reports on the programming activities in collaboration with the district teams.
* Ensured that appropriate quality control efforts are in place, as program data is collected, assessed, and reported; with appropriate data collection tools and approaches in place.
* Assist district education officials in analyzing data to prepare for the District Steering Committee (DSC) meetings and advise the DSCs and Deputy Commissioners on future activities for enhancing the pace of delivery.
* Collected data on daily basis, conduct analysis of data and prepare reports in collaboration with the project team.
* Ensured compliance with the requirements of the reporting systems for preparing project reports as per the requirements.
* Represent organization positively and professionally both inside and outside the organization.
* Continuously engage with Education Monitoring Authority (EMA) in order to provide better understanding to the district officials of the process of EMA monitoring and evidence gathered by EMA for reporting on the school-level indicators.
* Assist in the implementation of district-level activities including activities under COVID Response and Recovery Plan (CRRP), feedback on capacity building events/workshops, collection of data for research, monitoring and evaluation activities and support communications on KESP by sharing success stories, photographs, and dissemination of important updates by E&SED and KESP TA.
* Assist the district education offices with implementation of KESP supported education programmes and activities along with any other indicated by the Team Leader (including District Performance Scorecards (DPS), Continuous Professional Development (CPD), teacher training programmes, assessments, teacher rationalization, conditional grants tracking, Girls Stipend Programme (GSP), school-based budgeting and budget execution etc).

Role and Responsibilities as PFM Consultant assignments:

Assistant Financial Consultant, Sub National Governance Program-II, Oxford Policy Management (OPM), Khyber Pakhtunkhwa, Pakistan

The overall objective of this Technical Assistance is:

* Providing support in preparation of Cash Management Policy
* Providing support in preparation of minimum Due Diligence of the purchases during the emergency.
* Supported existing district programming efforts by participating in Learning Workshops and the identification and documentation of success stories, lessons learned, and case studies.
* Updated existing M&E Databases and Information Management Systems in real time on a weekly basis.
* Work with the M&E Department and program team on strengthening the use of M&E data across the program through the use and distribution of M&E reports.
* Promote understanding and capacities within projects teams on MEAL, and the use and /or analysis of MEAL systems at the project and partner levels
* Supported all M&E initiatives for project including monitoring, quality data collection, tracking the progress of activities and contributing to staff capacity building initiatives as necessary
* Established an overall participatory monitoring framework for humanitarian programme (specifically ongoing flood response) including accountability and learning tools, conducting field MEL exercise and data management and analysis
* Supported Project Management in defining and implementing the key project performance indicators as well as monitoring them throughout the project period
* Assisted project staff and the emergency coordinator in clarifying project information needs
* Provided technical guidance to partners in the quantitative & qualitative data collection, analysis and management and report back in an effective manner
* Identified strengths and weaknesses in existing data collection and management systems and propose solutions to LEAD M&E.
* Analyzed changes and patterns in Key Performance Indicator data and performance reports to support the Project management
* Managed, maintained and updated monthly database on regular basis
* Streamline the budget process and hand on training to the departments on new IBCC.
* Provide support in preparation of supplementary budget summery for the Finance Department

Provided technical support to the BO-I section on the Budget estimates for the year 2020-21

Role and Responsibilities as District Team Lead assignments

Sub National Governance Program – I, Oxford Policy Management, Khyber Pakhtunkhwa, Pakistan

The overall objective of this Technical Assistance is:

* Streamline the Budget Making Process at District Level.
* Represented the Project in relevant forums and meetings at district level with District Administration, Agriculture departments, Irrigation Departments, Chamber of Commerce and Industry, On-farm Water Management, and other key stakeholders including INGO/NGO/UN organization working in the district for program integration and sustainability.
* Preparation of brief for the District Expenditure Review meeting and analysis reports for the higher management.
* Effectively engaged the local communities in the program implementation process through Community Consensus
* Coordinate with Provincial Office and line departments for in time completion of infrastructure projects including health/education facilities, irrigation systems, land and command area development
* Reviewed the report’s narrative and financial components in the context of the cost-sharing project cycle.
* Prepared Departments Need Assessment with consultation of respective Department and to incorporate in District ADP.
* Participated actively in reporting training meetings, briefings, discussions as required
* Work with project administration to support the routine processes and systems required by the project office.
* Provided quality control to the project reporting process Editing, revising and rewriting as needed to produce high quality, timely, results-based progress and project end reports
* Prepared the Public Expenditure Tracking system (PETS) report at District Level for District Health Office and higher management for the decision making.
* Reviewed the report’s narrative and financial components in the context of the cost-sharing project cycle
* Implementation of the programme with development of work plans, strategies and grant management
* Prepared specific report-related feedback to programme divisions, throughout the report preparation process
* Timely preparation and submission of quality narrative and financial reports for higher management to facilitate the decision making.
* Prepare material for workshops to enhance the capacity of the officers and the officials at district level.
* Participated actively in reporting training meetings, briefings, discussions as required
* Preparation and submission of activities reports (weekly, monthly and quarterly)
* Engaged fully in established processes among progress reporting colleagues to improve quality control, workflow, and efficiency; and provide ongoing feedback and input on other such innovations and improvements
* Worked with technical consultants for provision of data for budgeting and monitoring as directed by the Team Leader.
* Conducted research to facilitate technical consultants of provincial PFM and monitoring & evaluation.
* Prepared specific report-related feedback to programme divisions, throughout the report preparation process.

System Analyst, Environment Protection Agency, Khyber Pakhtunkhwa, Pakistan

* Actively engage in providing creative inputs for the development of new tools and systems, enhancement to existing tools/systems or new ways of using / integrating tools/systems.
* Analyse trends in user experiences in order to prioritize fixes and enhancements Systems.
* Enhance the existing systems development methodologies, procedures, providing manuals, documentation of best practices, configurations, support and systems analysis and development of the systems.
* Support the implementation of project security arrangements.
* Assist in setting up back up documents storage systems to protect against loss or accident.
* Work with technical consultants as directed by the Team Leader.
* Coordinate meetings for brainstorming related to the issues faced and provision of possible solutions.

# For safety and security of the institutional data initiated updation process twice a day.

# Smooth flow of data on requisite form to PTV for telecasting in local news.

# Managed and maintained all lab devices, network maintenance and troubleshooting to resolve the issues on hand and installation or removing devices.

Office Assistant, Health Secretariat, Peshawar, Khyber Pakhtunkhwa

**Responsibilities:**

* Handling all the developmental project in Health sector i.e. Family Planning & Primary Health Care, HIV AIDs, Malaria Roll Back Program, Improving Health Quality, Drug etc
* Maintenance and management of office records.
* Assistance to the Planning Office in Preparing of PC-I.
* Drafted replies of government communication for the Planning Officer for finalization and circulation to the respective departments.
* Preparing and submitting Transmittals.
* Checking In and Out Documents/Letters.
* Coordinates with Project Manager and Engineers concerning regarding preparation of work plan and cash plan of the development projects.
* Updating documents in the system.
* Taking Minutes of the meeting.

Trainings/Award/Certification

[***https://mcp.microsoft.com/authenticate/ValidateMCP.aspx***](https://mcp.microsoft.com/authenticate/ValidateMCP.aspx)

**(Transcript id** # sr5520734), **Access code** #

* MCP
* MCSA Security Specialist (ISA Server 2004)
* MCSE (Window Server 2003)

**Cisco id # CSCO11464296:** CCNA TRACK 4.0(640-802)