

Curriculum Vitae

Personal Information:

Name: Zeeshan Ahmed

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Date of Birth: 10 April 1984

Postal Address: Phase 4 Sector N-1 Street#1 House#13 Hayatabad, Peshawar, Pakistan

1.Experience:

Organization: Association For Social Development

Position: Human Resource Cum Program Officer MDR-TB Program of National TB Control Program funded by Global Fund from October,2022 till January, 2024

Place of Posting: Lahore.

Responsibilities:(HR Component)

- 1.Ensure employees personal records are properly maintained in files and are up to date.
- 2.Manage future Job Analysis and preparation of Job Description/Specifications with Department Supervisors.
- 3.Monitor, evaluate and perform recruitment and placement related activities, while ensuring adherence to policies and procedures.
- 4.Plan and develop orientation materials and ensure new employees are properly oriented.
- 5.Determine workforce need and plan to facilitate the required role. Proactively follow up on vacant positions, new positions, allocation so as to avoid under-hiring/grant savings.
- 6.Follow up on timely release of payroll in coordination with relevant department while maintaining accuracy.
- 7.Liase with finance sections and provide timely information to finance for the disbursement of salaries
- 8.Ensure the maintenance of staff monthly attendance and leave records.
- 9.Monitor and advice on disciplinary matters in accordance with established policies and procedures, conflict, grievances and harassment cases.
- 10.Ensure accuracy and consistency in routine task and timely submission of the respective Fields work report.
- 11.Closely Coordinate with Head Office on all HR related activities.
- 12.Preparation of files/documents for any internal/external audit.

Responsibilities:(Program Component)

- 1.Ensure effective and efficient coordination of all program activities internally and with PR.
- 2.Work closely with program team to ensure and timely reporting to the donor.
- 3.Coordinate with all component leads of MDR-TB Program, finance and operations for developing Progress Update and Disbursement Reports(PUDRs).
- 4.Organize data and other relevant information in timely manure for preparing monthly, quarterly and annual reports.
- 5.Keep proper e-records of Program files and other official documents related to Program activities.
6. Develop Program and Project related presentations as and when required.
7. Assist Program team in research and study activities on Public Health related issues

8. Assist Program team in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.)

2.Experience:

Organization: Association for Community Development Peshawar

Position: Program Assistant MDR-TB Program of National TB Control Program funded by Global Fund from August 2012 to December 2020

Place of Posting: Peshawar

Responsibilities:

1. Assist Program Team with day to day operations of the HR functions and duties.
2. Maintain proper records of employee's attendance and leaves.
3. Assist HR Department in Compiling and updating employee records (hard and soft copies).
4. Coordinate orientation and training sessions for new employees.
5. Maintenance and filing of all incoming and & outgoing memos, email, and other inter organization correspondence.
6. Arrange job interviews for field staff.
7. Assist HR Department in the final settlement of leavers.
8. Assist the Program team in reviewing and preparing documentation on the procurement of goods and services.
9. Support the Program team in the financial management of the project.
10. Provide administrative support to the program team in the organization of events, meetings and workshops, etc.
11. Make travel arrangements for the Program team and Project staff, including preparation of travel requisitions and claims.
12. Preparation of files/documents for any internal external audit.
13. Ensure accuracy and consistency in routine task and timely submission of the respective Fields work report.
14. Ensure accurate, reviewed and verified program expenses are submitted within the specified time line to Head office.
15. Prepare monthly, quarterly and yearly reports.
16. Assist Program team in research and study activities on Public Health related issues.
17. Develop Program and Project related presentations as and when required.
18. Assist Program team in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.)
19. Monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability
20. Actively collaborate with National Data Surveillance Manager and Provincial Data Manager and provide inputs to develop databases on project activities and assist in updating regularly the database according to the project requirements

Academic Qualification:

1. Master of Business Studies from Virtual University of Pakistan. (2015)
2. Bachelors of Arts from University of Peshawar. (2007)

Language Proficiency:

- 1.English: Excellent written & communication skills
- 2.Urdu: Excellent written & communication skills
- 3.Pashto: Mother Language

COMPUTER SKILL:

- *WORD PROCESSING:* MS WORD
MS POWER POINT
- *SPREAD SHEET:* MS Excel

Achievements:

- 1.Organized MDR-TB Trainings for Health Care Professionals in 13 Districts of Khyber Pakhtunkhwa Province of Pakistan
- 2.Trained MDR-TB Staff of different PMDTs on Programmatic Management of MDR-TB
- 3.Introduced DHIS-2 for MDR-TB data in Khyber Pakhtunkhwa of Pakistan
- 4.Member of the Recruitment committee for Hiring Staff for PMDTs and Decentralized DR-TB Sites in Punjab Province of Pakistan
- 5.Member of the Provincial MDR-TB Data review committee in Khyber Pakhtunkhwa Province of Pakistan.

References:

Will be furnished on request.