

Curriculum Vitae

Address: Dubai, UAE
Nationality: Pakistani
Religion: Islam
Status: Married



Careers Objectives

To attain a challenging and accountable position in a dynamic and progressive organization, where I would have the opportunity to utilize and enhance my skills and abilities, for no efforts to make my presence an asset to the company's performance and standing.

Educational Qualification

S#	Name of Institute/Board	Degree	Specialization	Passing Year
1	<i>Hazara University Dhodial Mansehra.</i>	BBA	HRM	2015
2	<i>Board of intermediate & Secondary Education Abbottabad</i>	HSSC	Arts	2011
3	<i>Board of Technical Education THATTA MAKLI</i>	DAE	Electrical	2019
4	<i>Board of Intermediate & Secondary Education Abbottabad.</i>	SSC	Science	2006

Professional Experience

Department: World Health Organization

Designation: District Monitoring Officer

Duration: 07 Years

- *Develop and strengthen monitoring, inspection and evaluation procedures*
- *Monitor all project activities, expenditures and progress towards achieving the project output.*
- *Recommend further improvement of the logical frame work;*
- *Develop monitoring and impact indicator for the project success.*
- *Monitor and evaluate overall progress on achievement of results.*
- *Monitor the sustainability of the project's results.*

- *Provide feedback to the Project Manager on project strategies and activities.*
- *Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.*
- *Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager.*
- *Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.*

Professional Skills

- *MS Word, Excel, Power Point, Internet uses.*
- *Quick book (Software)*
- *English Typing Speed 40 WPM.*

Certificates & Diploma

- *06 month Computer Course in Office Automation from HI-Tech College of Computer Sciences Mansehra*
- *English Language course from FVO Mansehra*
- *Expertise in Computer software.*

Interests

- *Playing Football.*
- *Interested in Reading Books, Newspapers & travelling.*

Languages

<i>English: Speaking</i>	<i>Reading</i>	<i>Writing</i>	<i>Understanding</i>
<i>Urdu : Speaking</i>	<i>Reading</i>	<i>Writing</i>	<i>Understanding</i>
<i>Arabic: Speaking</i>	<i>Reading</i>	<i>Writing</i>	<i>Understanding</i>