

CURRICULUM VITÆ



Muhammad Ali Khan
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EXPERIENCE

Station Manager

15 june-Present

LMK-Resources

LMKR is a privately held company with worldwide operations, servicing client which includes fortune 500 companies in over 80 countries. LMKR has a large global footprint with its own facilities which is supplemented by a network technology partners and distributors. We offer a diverse portfolio of products and solutions through our onsite and offsite delivery models. With experience that span across diverse industries.

Responsibilities:

- Station management and supervision of each and every task perform with in premises of BRT station.
- Public dealing and helping out passengers in their travel quires.
- Managing station staff (team of 18 members including security,janitors, passenger flow officer, supervisor,generator operator and other staff)
- Watching over more then 15000 passenger traveling through station per shift, facilitating and dealing with them accordingly.
- Timely reporting every activity to the higher management.
- Cash handling and securing daily sales.
- Uploading all the data to Data management system.
- Deals with security issues facing in daily routine activities.
- Collaborate with LEAs, WSSP and other Government bodies.

Field Officer

Jan 2015-April 2015

Danish Refugee Council (Pakistan)

Refugee Council is an international Non Govt. Non-Profit Organization, Having Expertise in Wash and Livelihood sector. DRC is working as implementing partner of UNHCR. Besides that it works with other Donor Agencies.

Responsibilities:

- Regular Field Visit in order to select refugees for livelihood Trainings and assistance in line with the guiding principles, standards and other provisions through direct intervention.
- Capacity building trainings like on farm training, livestock extension trainings and provision of SME's to semi skill beneficiaries.
- Ensure the dignity and respect of beneficiaries and violation of any human rights/discrimination are properly and timely reported to Livelihood coordinator.
- Collect information and monitor the situation and statistics of refugees, with particular attention to widows, disables, children, vulnerable groups

and person with special needs.

- Monitor ongoing vocational trainings; distribute small and medium enterprise grants and protection kits among extreme vulnerable refugees keeping in view the AGDM approaches.
- Refer protection related needs of refugees to protection team for durable solution, local integration and resettlement and provide recommendation.
- Monitoring of Small and medium enterprise beneficiaries for taking initiatives of income generation activities.
- Negotiate program related issues with local government officials and other relevant interlocutors.
- Prepare monthly and weekly reports and other duties assign by line manager.

Community Mobilizer

April 2012-Dec 2014

Danish Refugee Council (Pakistan)

Danish Refugee Council is an international Non Govt. Non-Profit Organization, Having Expertise in Wash and Livelihood sector. DRC is working as implementing partner of UNHCR. Besides that it works with other Donor Agencies.

Responsibilities:

- To identify community needs through an Age, Gender, Diversity Mainstreaming ('AGDM') approach, including focus group discussions and individual interviews.
- Assist Hygiene Promotion Officer and mobilize community for school rehabilitation **WASH** project.
- Mobilizing the identified school staff about **WASH** activity and hygiene promotion.
- Implement **livelihood** activities in a participatory manner for the targeted communities.
- Provide assistance to Project Coordinator in planning, coordinating and conducting community engagement and public meetings for data collection.
- Selection of beneficiaries for agriculture related trainings keeping in view the sustainable livelihood approaches.
- Implementation of skill enhancement and on farm (agriculture based) trainings.
- Assist community groups in the identification of productive/income generating activities, creation and strengthening of co-operatives and self motivated sustainable livelihood activities.
- Facilitate the M&E staff in collecting project related information.
- Play a key role on the integration at field level of the different project components (**Protection, Livelihood, and Community Infrastructure**).

Field Surveyor

Sept 2011 to dec2011

Danish Refugee Council (Pakistan)

Danish Refugee Council is an international Non Govt. Non Profit Organization having Expertise in Wash and Livelihood sector. DRC is working as implementing partner of UNHCR. Besides that it works with other Donor Agencies.

Responsibilities:

Was part of a team that conduct interviews with beneficiaries and fill up the questionnaire. core responsibilities are as follow

- Mobilization session in community, meeting with shura members and government officials.
- Assist Livelihood Coordinator in development of survey questionnaire and data entry formats.
- Outline survey requirements, techniques, and methodologies relevant for planning, scheduling and execution of the survey.
- Review the accuracy of the data entered by the Field Surveyors.
- Inquire about a variety of specific information from multiple sources Including individual interviews for the survey.
- Monitoring and Evaluation of ongoing project.
- Submit completed tasks to the Survey Team Leader and discuss developments daily.
- Gathered data for providing livelihood assistance to vulnerable afghan refugees.
- Monitoring of ongoing project.
- Distribution of packages to beneficiaries.
- Collecting, compiling and submitting of reports to team leader/ Project coordinator.
- Conducting FGD and creating a Compiled report.

House Hold Interviewer

June 2011 – Sept 2011

BEFARe (Pakistan)

BEFARe is National NGO with more than 15 years of experience in KPK, FATA and recently in the Punjab, BEFARe has actively worked with Pakistan's federal, provincial and local government departments and structures to successfully implement multi-sectoral programs in education, health, governance, energy conservation, democratization and others, with the support of German Ministry of Economic Cooperation and Development (BMZ) and other donor agencies.

Responsibilities:

- Meeting with focal person in communities.
- Mobilization sessions with community elders and individuals.
- Mapping.
- Reece.
- conducting ICA (Initial community assessment)
- House Hold Listing.
- Conducting Interview from House Hold through Net book with the help of software (IDES) interactive data entry system.

Data analyst and research assistant

May 2009– May 2010

P&D Agriculture Research

In NWFP, systematic agricultural research was started in 1908 at Tarnab, Peshawar by the then Govt. which was further strengthened and expanded to the entire Province over the years by formation and establishment of new research stations and institutes.

Responsibilities:

- To develop a comprehensive strategies.
- Reporting and taking minutes.
- To ensure a strong linkage, coordination with organizational units, timely management, implementation, and fulfillment of organizational objectives in a sustainable manner. Monitoring and evaluation of projects.

Social Organizer

Feb 2008 to Jan 2009

PEACE (Pakistan)

The Peace Education And Development (PEAD) Foundation takes pride in having launched such an initiative - Peace Network Pakistan (PNP) - in collaboration with Save The Children, Sweden. The network aims to provide to all those NGO's and civil society activists working on peace initiatives a platform to sharing their experiences and become part of an informed debate on peace-building and promotion, with the ultimate objective of creating counter narrative to tackle radicalization, religious extremism and violence in the society.

Responsibilities:

- Meeting arrangements in communities for the implementation of activities.
- Conducting Health Hygiene Sessions in schools & community.
- Conducting PTAs (Parent Teacher Associations) and Community Activists Training.
- Conducting Religious Scholars Training regarding peace and education.
- Assisting Site Engineer in providing sanitation facilities to targeted schools and communities.
- Developing Liaison with line departments i.e. Educational Department and LGRD Department regarding project activity.

Internship

6 Month Internship in SRSP HRD Department

EDUCATION

- M.Phil (Course work Completed) 2009 (**Agriculture University Peshawar**)
- BSc (Hons) (CGPA: **3.00**) 2004-2008 (**Agriculture University Peshawar**)
- BA 2006-2007 (**Peshawar University**)

- F.Sc. (1st Division) 2002-2004 (**Islamia College Peshawar**)
- Matric. (1st Division) 2001-2002 (**Islamia Collegiate School Peshawar**)

ADDITIONAL SKILLS & EXPERIENCE

- ✓Presentation skills
- ✓Good Team Player
- ✓Team Management Skills
- ✓Communication Skills
- ✓Computer Literate
- ✓Report Writing
- ✓Work In Different Cultures

Languages

- ✓English
- ✓Urdu
- ✓Pushto

Trainings & Workshops

- Advance report writing skill (**Danish Refugee Council**)
- Training on Monitoring & Evaluation (**Danish Refugee Council**)
- First Aid Training (**IOM-NRC**)
- Training on Participatory Rural Appraisal (**Danish Refugee Council**)
- Training on Disaster Risk Reduction (**Danish Refugee Council**)
- Assessment Methodologies & Techniques for Community Restoration Cluster of **UNDP (I-RM/ UNDP)**
- Training on Communication, Cooperation and Presentation Skills (**I-RM NRSP**)
- UNHCR Protection Induction Programme (**eLearning- UNHCR**)
- Training on Advance security in field (**eLearning- UNHCR**)
- Certificate in MS-Office and Computer Hardware (**Brains Degree College**)
- Attended a 6 days training of community surveyor arranged by **EBDM & UNHCR**.
- Attended a 4 days Training of Community mobilization arranged by **EBDM & UNHCR**
- Attended a 12 days Training of household interviewer arranged by **EBDM & UNHCR**
- 3 days workshop on Modern mechanization techniques (**Agriculture University Peshawar**)

References:

Will be furnished upon request