

# Mushtaq Ahmad



An enthusiastic, self-motivated, reliable, responsible and hardworking person, a mature team worker, adaptable to all challenging situations, able to work well both in a team environment as well as using own initiative, able to communicate well with people at all levels and to work well under pressure and adhere to strict deadlines,

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📍 Lakki Marwat

## LANGUAGES

English

Urdu

Pashto

## EDUCATION

**2015**

Bannu, Pakistan

**MBA 3.5 Years**

University of Science and Technology Bannu

**2011**

Bannu Pakistan

**B.Sc Maths & Statistics**

University of Science and Technology Bannu

## CERTIFICATION

- Hafiz Quran
- Diploma of Information Technology
- Prevention of Sexual Exploitation and Abuse (PSEA) Certificate

## SKILLS

- Microsoft Office
- Team Work
- Leadership
- Responsibility
- Empathy
- Stress Management
- Communication
- Integrity
- Problem Solving

## PROFESSIONAL EXPERIENCE

Oct. 2023 – Feb 2024

Lakki Marwat, Pakistan

**Field Monitor IPM-EPI**

MicroMerger (pvt) Limited

- Conduct frequent field visits following the approved travel plan, dedicating approximately 90% of working time to field activities.
- Collaborate closely with the Provincial Field Coordinator to oversee and execute field monitoring tasks related to the EPI Programme.
- Adhere rigorously to checklists developed in coordination with the Technical Working Group (TWG). Provide daily reports (or as per TWG agreement) to the Monitoring & Reporting Officer and Provincial Coordinator, in line with the predetermined reporting and field visit schedule.
- Primary responsibility involves completing checklists accurately, sharing them with relevant program personnel for review, and ensuring proper follow-up. Additionally, record video and audio snippets of significant events, development initiatives, program gaps, and stakeholder perspectives.
- Ensure all collected data is promptly submitted to the Provincial Coordinator (PC) and Monitoring & Reporting Officer (MnRO) within the office.
- Document a monthly case study, lesson learned, or best practice relevant to the assigned area. Share these insights with the Provincial Coordinator and Monitoring & Reporting Officer for knowledge sharing.

Jan 2023 – Oct. 2023

Peshawar, Pakistán

### **Transfer and Account Officer Peshawar**

Rifah and Zohaib Associates Peshawar Regd.

- Transferring Plots from one Party to another Party, Collecting FBR withholding tax.
- Overseeing day-to-day operations of the office, ensuring a smooth workflow, and managing office supplies and equipment.
- Maintaining accurate and organized records, including personnel records, financial documents, contracts, and other important paperwork.
- Overseeing maintenance and repairs of the office space, coordinating cleaning services, and ensuring a safe and comfortable work environment.
- Preparing reports, presentations, and documents for internal and external use.
- Preparing regular financial reports, statements, and analyses for management.
- Maintaining accurate and up-to-date financial records, including invoices, receipts, and financial statements.
- Monitoring cash flow, forecasting financial needs, and making recommendations to ensure the organization's financial stability.

Jan 2022 – Oct 2022

Peshawar, Pakistán

### **Provincial Monitoring and Reporting Officer KP**

MicroMerger (pvt) Limited

- Report on a real-time basis (daily, weekly, monthly) using the online database and offline to the client with a categorization of performance level and gaps in the following areas. The federal Third-party team will coordinate with the provincial third-party teams for report compilation.
- Monthly submission of the complete datasheet against all the indicators along with the narrative and presentation to their respective coordinator and third-party M&E.
- Ensure the quality of reports, proper communication, and evidence of any field findings and take responsibility for the reports submitted for achievements, gaps, and challenges
- Submit different quarterly, monthly, weekly, and daily monitoring reports. The monthly work plan will be submitted and based on this, the monthly monitoring reports will be shared with a third party furthermore, checklists, for the data/ reports will be uploaded regularly on an online system for analysis at the provincial and federal level
- The daily, weekly, and monthly reports in terms of all phases of the assignment along with daily activity, summarized daily reports in word, and PowerPoint, summarized daily and weekly sheets and reports summarized weekly along with detailed monthly progress reports for each activity conducted alongside real-time issues reported by field staff with a compiled set of reports (Word, Excel, PowerPoint) covering activity that will be held in any district/province assigned within or other than the set indicators and criteria.

Jan 2019 – Dec 2021  
Lakki Marwat, Pakistan

### **Third Party Field Monitor (TPFM) Lakki Marwat**

MicroMerger (pvt) Limited

- 3<sup>rd</sup> party monitoring of COMNet staff (an IP of UNICEF) and overall PEI program.
- Monitoring & validation of COMNet staff's activities in the field in different COMNet deployed UCs and HR UCs.
- Monitoring of Polio vaccination teams during campaign in different Union Councils.
- Participation in meetings held at district level and Union council level i.e., DPEC, UPEC and evening Meetings at DC office.
- Monitoring of AICs training and Polio vaccination teams training.
- Visits to randomly selected covered missed children households from Missed children Log Book for validation.
- Visits to different Nomadic camps and IDP camps for communication meetings and validation in the field.
- Reporting to UNICEF via Micro Merger Provincial Coordinator

Nov 2017 – Oct 2018  
Lakki Marwat, Pakistan

### **Behaviour Change Communication Officer (BCC Officer) Lakki Marwat**

Frontier Primary Health Care (FPHC) Lakki Marwat

- To assist in planning and organising of the BCC activity schedule in the work plan in the target Districts/Agencies
- To conduct BCC sessions with LHWs, CBOs, Community elders.
- To develop close liaison with National program i.e. NP coordinator, LHS
- To conduct health education sessions, distribute IEC materials in areas prone to outbreaks.
- To monitor BCC activities conducted by LHWs/CBOs

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## **REFERENCES**

References available upon request.

Regards,

*Mushtaq Ahmad*