



# Muhammad Umar Azeem

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Driving License : M car/LTV

Availability : Immediate with Relocation

## SUMMARY:

Seeking a managerial position in INGO/NGO sector where I want to use my Master degree in Anthropology and a decade of experience in Health Interventions in Inclusive Eye Health and person with Disabilities, Pandemics and Epidemics, mobilization capacity building developing, counseling managing, sales & marketing and implementing monitoring (M&E) to ensure reflective programming and effective management through performance measurement program quality accountability and learning

## EXPERIENCE:

### Project Officer

#### LRBT SDK Rahim Yar Khan



- Coordinate with project team and stakeholders DHA, PHFMC THQ staff and RHC Bhu Staff members
- Monitor and update monthly report regarding on SHG's DPOs and project's progress to Line Manager
- Monitor project expenditure and contracts/agreements with project partners and counterparts on project implementation.
- Assisting Social Organizers to support person with disabilities for making the disability certificates and disability ID card
- Assist the SO's to collect the data of disable persons regarding the wheel chair and crutches in our field
- Assist the Line Manager in data analysis, fieldwork coordination and data encoding.
- Assist the project in activity planning framework and strengthen the implementation of the target group including work plan preparation.
- Facilitate the consultation meeting between target groups, CSO, CBO and government to prepare action plan and adaption of the tool to improve the forest governance.
- In cooperation with other project members, organize meetings, workshops, study tours and training courses and facilitate workshops, discussions and consultations with communities and stakeholders under the projects
- Represent the project in meetings with government and project partners and take minutes of project meetings when required.
- Work with relevant colleagues to collect and compile all available data and information on the status, key threats, and issues related to project and present field data gathered for further analysis and for communications' products.
- Provide the Line Manager with information on regulations, decisions and legal decrees relevant to project activities and approaches.

- Perform administrative tasks such as support logistics (e.g. procurement of field equipment, visits, travels, etc.) for the project, provide translation and interpretation when required, set-up project filing system to be applied and followed by all project staff.
- Develop and maintain database of all technical reports, presentation, maps, data and information, pictures produced by the project as well as list of organizations and companies working in related fields, related products, etc.
- Work with other awareness projects and environmental NGOs in the project areas when required
- Establish relations and keep regular contact with key partners (multi-sector, government and nongovernment) at local and national levels (for implementation and networking/lessons sharing).
- Meet regularly with Government counterparts, establish and convene regular meetings of the project steering committee.
- Ensure good and close liaison in collaboration with project network, stakeholders
- Develop and maintain effective contacts with a wide range of external contacts with organizations and individuals who can assist in the conservation activities. Develop network of project collaborators and agents for implementation, from local sources and provincial/district offices.
- Promote the organization's image in the community by attendance meetings and related field activities.
- Provide inputs to communications products, materials, and campaigns to ensure accurate information of the project when required.
- Coordinate the monitoring of implementation of the project work plan, and ensure that project monthly monitoring report are submitted by project partners as well
- Secure community and project stakeholder participation in development of the Monitoring and Evaluation Plan.
- Assist in the preparation of three-monthly and six-monthly progress reports to monitor all technical, financial and administrative aspects on the utilization and impact of all resources made available to the project.
- Additional duties and responsibilities as required by the project leader

## **DSMC (Data Surveillance & Monitoring Coordinator) (TB DOTS)**

Reports to Regional Coordinator

Jan, 2017 to till date

**BAHAWALPUR (RYK-Muzafargarh-Bahawalnagar)**

**Scope of Responsibilities:**



- 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 Regional Coordinator/Project Manager
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team
- Participate in annual project reviews and planning workshops and assist the Regional Manager/Project Manager in preparing relevant reports

- Support monitoring and evaluation of the effects and impact of the project
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS
- Assist the project personnel with M&E tools and in supporting them in their use
- Perform other duties as required

#### IV. Measurable Outputs and Performance Indicators

- Preparation of monthly MIS reports
- Assist the Project Manager in preparing other relevant reports
- Organize and conduct training on M&E/MIS for project and government staff
- Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations;
- Provide input and update information related to project outcome;
- Assist Project Manager in preparing monthly and quarterly reports on project progress based on MIS reports on project activities;
- Prepare Issues Log and Risk Log for the project;
- Develop M&E system for the Project and for the government counterpart/stakeholders;
- Prepare and maintain data base

## Medical Information Executive Bahawalpur

5<sup>th</sup> Jan 2017 to 15<sup>th</sup> May 2018

### Scope of Responsibilities:

- arrange appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling
- make presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector
- organize conferences for doctors and other medical staff
- regularly attend company meetings, technical data presentations and briefings
- keep up to date with the latest clinical data supplied by the company, and interpret, present and discuss this data with health professionals during presentations
- analyze sales data to improve results and make sure resources are effectively allocated
- monitor competitor activity and competitors' products
- keep up to date with new developments in the NHS, anticipate potential negative and positive impacts on the business and adapt strategy accordingly
- develop strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector
- build and maintain positive working relationships with medical staff and support administrative staff
- manage budgets for catering, outside speakers, conferences and hospitality
- keep detailed records of all contacts
- win new customers, as well as develop long-term relationships with existing ones
- meet and, if possible, exceed sales targets, regularly monitoring your business plans to make sure you achieve this
- plan work schedules and weekly and monthly timetables with the area sales team or discuss future targets with the area sales manager.

**Scope of Responsibilities:**

- Ensure that implementation of field activities adheres to BRAC's monitoring and evaluation system.
- Conduct project site visits to provide hands-on training to field staff on how to capture and organize information for accurate documentation and reporting.
- Report writing and implementation of policies based on surveys and research activities within protocols of BRAC's international environment. I.e. learning problems of under privileged children in the targeted villages, detailed knowledge of school situation, teacher's assessment.
- Collect, review and analyze community feedback and integrate Education program have sufficient systems in place to meet program management standards.
- Assist Regional Manager in capacity building, program design, monitoring and evaluation exercises.
- Working with program staff to incorporate quality-monitoring processes in Education based on protocols into program implementation, including internal and external reviews of program quality.
- Organize workshops and trainings as needed for regional staff and teachers. Collection of entry of daily progress on educational activities.
- Preparation of program presentation and updating on regular basis.
- Regular coordination with Area Manager and Regional Manager.

## Education

**Master of Anthropology**

**Bahauddin Zakariya University Multan**



**Bachelor of Arts (Major Sociology)**

**Islamia University Bahawalpur**



**DAE Electrical**

**Punjab Board Of Technical Education Lahore**



## Awards and Professional certificates

**Certificates:**

- **M&E Fundamentals** by Global Health Services
- **WHO Standard Operating Procedure (SOPs) for Emergencies** WHO
- **Tuberculosis Advanced and Basics** Concepts by Global Health Services
- **Leadership and Program Management in Infection Prevention and Control IPC** by WHO
- Certificate of completion on **"Epidemiology: The Basic Science of Public Health"** by The **University of North Carolina** at Chapel Hill – 03-2020.
- E-Course completed on Sexual Harassment from HEC
- **Culture , Health & Illness** from **The Agha Khan University**
- **The Public Health Emergency Operations** Centre WHO

- **Infection Prevention and Control (IPC)** Core Components and Multimodal Strategies.
- Certificate of Completion on “**Drug-resistance tuberculosis**” by WHO-05/2020

#### Training :

- One Day Training On **Disability Inclusion LRBT Karachi**
- One Day Basic training on **Inclusive Eye Health & Person with Disabilities**
- 5 days basic medical training from **SEARLE** Pakistan
- 2 days Basic Training on **Capacity Building** at Shangrilla Resort Hotel Murree by GreenStar Social Marketing TB Dots (The Global Fund)
- 4 days training on **People’s leadership** conducted by BRAC Pakistan

### Competencies:



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

**Reference:** Further references will be furnished on demand.

