

SHAHID ALI KHAN

Contact

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Education

BS Economics
[Sep 2016 - Aug 2020]
*International Islamic University
Islamabad, Pakistan*

Skills

Technical Skills:

- Excel (Advanced Formulas)
- Power BI and Pivot Tables
- KoboToolbox
- MS Office (Word and PowerPoint)
- e-Office System
- Digital Literacy

Analytical & M&E:

- Data Collection
- Data Visualization
- Data Cleaning
- Data Analysis
- Report Generation
- Quality Assurance and Compliance

Project & Operations:

- Project Management
- Payroll Management
- Financial Management and Reporting
- Public Sector Procurement and Bid Evaluation
- Public Policy Compliance

Soft Skills:

- Leadership
- Adaptability
- Problem Solving
- Stakeholder Engagement
- Attention to Detail
- Communication
- Team Collaboration

About Me

Economist and Data Analyst with over two years of experience in youth development, data analysis, financial operations, and field surveys within the public and international sectors. Skilled in managing large-scale placement operations, optimizing workflows, and ensuring policy and regulatory compliance. Experienced in partnerships development, public procurement, and quality assurance. Proficient in Excel, Power BI, KoboToolbox, and government project cycles (PC-I to PC-V). Seeking to leverage analytical, financial, and coordination expertise to advance sustainable, development-focused initiatives.

Experience

- Project Assistant - Social Sector Accelerator for (HNEYG), Prime Minister Youth Empowerment Program** Mar 2024 - Present
Ministry of Planning, Development & Special Initiatives — Islamabad, Pakistan
 - Manage stipend disbursement, budgeting, and financial operations nationwide.
 - Monitor intern performance, attendance, and compliance across all regions.
 - Prepare recruitment documentation, official correspondence, and meeting minutes.
 - Operate and maintain workflows using the e-Office digital system.
 - Respond to 4,000+ stakeholder queries with a 98% resolution rate.
 - Collaborate with 150+ organizations to enhance coordination and program impact.
 - Support public sector procurement, bid evaluation, and contract management.
 - Assist in quality assurance, policy compliance, and reporting.
 - Serve as Assistant to the Project Director, managing schedules and documentation.
 - Manage citizen engagement through the Prime Minister's Citizenship Portal.
 - Lead focal person for the 9-day Uraan Pakistan Fellowship Program.
 - Develop Excel dashboards for performance monitoring and data analysis.
 - Facilitate MoU negotiations and partnership formalization.
 - Contribute to project design and financial oversight within PC-I to PC-V frameworks.**Key Achievements:**
 - Trained 15 PMU staff on the PM-BNIP Program digital portal.
 - Resolved large-scale intern management challenges.
 - Negotiated and formalized MoUs.
 - Designed dynamic performance tracking tools using Excel.
 - Contributed to transparent procurement and competitive bid evaluation processes.
 - Successfully executed the 9-day Uraan Pakistan Fellowship Program.
 - Gained in-depth knowledge of public-sector project management cycles.
 - Optimized e-Office workflows.
 - Ensured program quality standards and regulatory compliance.
- Field Enumerator** Oct 2023 - Dec 2023
United Nations Food & Agriculture Organization (UNFAO) — Chitral, Pakistan
 - Collected food security and livelihood data from 500+ households using KoboToolbox.
 - Conducted household interviews and digital data capture in remote regions.
 - Maintained 100% data accuracy and cultural sensitivity during field engagements.
 - Coordinated field activities and collaborated with teams to streamline data collection processes.**Key Achievements:**
 - Delivered high-quality data supporting UNFAO assessments.
 - Strengthened data collection processes and community outreach initiatives.



CERTIFICATIONS

- **Google Data Analytics**
Google
[30-July-2025]
- **Data Analysis with Excel Pivot Tables**
365 Financial Analyst
[Nov 20, 2024]
- **Introduction to Excel**
365 Financial Analyst
[Nov 17, 2024]
- **Digital Literacy**
Digiskills.pk
[Mar 2024 - Jul 2024]
- **Data Analytics and Business Intelligence**
Digiskills.pk
[Nov 2023 - Feb 2024]



Languages

- English [Fluent]
- Urdu [Native]
- Khowar [Native]



References

- **Sohaib Fida Khan Tanoli**
Project Director
Prime Minister Youth Empowerment Programme
pd@bnip.gov.pk
03335050321
- **Syed Rizwan Ali Shah**
Assistant Director MEAL
Prime Minister Youth Empowerment Programme
mealofficer1_ssa@pc.gov.pk
03348985108

Human Resource Intern

Feb 2021 - May 2021

The First Microfinance Bank Head Office, Blue Area — Islamabad, Pakistan

- Processed payroll and final settlements for 3k+ employees using advanced Excel tools, ensuring 100% accuracy and timely disbursement.
- Maintained and updated HR records, employee files, and documentation to support daily HR operations.
- Organized and managed spreadsheets and reports, improving data accessibility and record efficiency by 40%.
- Conducted research, compiled data, and prepared analytical reports to support decision-making and compliance requirements.

Key Achievements:

- Enhanced payroll accuracy by streamlining Excel-based workflows and automating key reporting processes.
- Established practical HR documentation and confidentiality standards, improving data integrity and compliance.
- Strengthened HR coordination, ensuring smooth communication and timely support for employees.



Volunteer Work

Finance & Program Support

2018 - PRESENT

Educational Development Forum Awi (EDFA) — Upper Chitral KPK

- Collaborate with a team to promote education and career guidance through counseling sessions and community outreach programs.
- Assist students with university admissions and scholarship applications to enhance access to higher education.
- Manage donations and financial assistance to support underprivileged students with tuition fees and learning materials.
- Contribute to organizing annual education fairs and application workshops, connecting students with academic opportunities.
- Provide mentorship and guidance, empowering students to pursue higher education through targeted support initiatives.

Chitral Heritage and Environmental Protection Society [CHEPS] — Chitral, Pakistan

2020 - 2024

- Conducted 20+ awareness sessions in schools and colleges on environmental protection and preservation of historical sites in Chitral.
- Organized and participated in 10+ cleanup campaigns with local youth groups to promote cleanliness and community responsibility.
- Engaged 500+ students across multiple institutions, fostering environmental stewardship and civic participation.
- Led community-driven cleanup initiatives, resulting in improved public spaces and greater local involvement in sustainability efforts.

Area leader

2016 - PRESENT

Pakistan Volunteer Corps — Upper Chitral, KPK

- Lead a team of volunteers to support communities during natural disasters, coordinating aid distribution and relief logistics.
- Ensure timely assistance to affected families through organized outreach and efficient resource allocation.
- Provide guidance and emergency support, helping strengthen community resilience and response capacity.