

ZAHID ALI



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OBJECTIVE

Accept the challenging positions in organization and grow based on my personal abilities. My objectives in life, remains the achievement of and perfection of up to the possible most limits. I have firmed believe in power of coordination and cooperation which make anything possible. My area of interest is to excel in the field of social sciences and will offer my services to the best of my capabilities.

EDUCATION

MS- HEALTH CARE MANAGEMENT (PUBLIC HEALTH)

Ripha International University Islam Abad (Enrolled- Continue)

M.A SOCIOLOGY.

Dec 2008 - December 2010

Institute of Sociology, Social work, and
Gender Studies **University of Peshawar**

M.A Islamic Studies

March 2012 — 2012

University of Peshawar

B. A (Honor)

October 2005 — July 2008

Sheikh Zayed Islamic Center University
of Peshawar

F.Sc Computer Science

Sept 2003 — July 2005

BISE Mardan

S.S.C Science

March 2001 — Jun 2003

BISE Mardan

RESEARCH

Socio-economic factors affecting Public Health in rural areas of Mardan
Provision of Health Facilities in rural Areas of Mardan

Personal Information

❖ Father's Name:	Khan Muhammad
❖ Domicile	Mardan KP
❖ Date of Birth	5th April, 1987
❖ CNIC #	16102-9119908-7
❖ Marital Status	Married

Professional SKILLS

- Project Management
- Conducting Trainings and Workshops
- Monitoring & Evaluation, & Reporting and Documentation
- Coordination and Continuous Professional Development
- Baseline Assessment and Surveys, DATA Analysis and Management

WORK/ ORGANIZATION EXPERIENCE

Currently Working with

Organization Name: ALKHIDMAT HEALTH FOUNDATION PAKISTAN
Designation PROGRAM MANAGER- HEALTH SERVICES
Location Provincial Office Peshawar KP
Duration: 1st April 2022 till 31st January 2026

Job Purpose:

Program Manager Health Services is responsible to prepare guidelines and policies for hospitals, medical centers and other health care facilities overall. He will be responsible for monitoring of all health projects directly or through coordination with districts, consolidate data analysis, and reports for effective execution and achievements of program targets.

Key Responsibilities:

- To prepare/review and amend SOPs of the health program and ensure the implementation of Health policies according to the Program SOP.
- To ensure preparation of annual budget for each Health Unit & health Project, and responsible for preparation of monthly/annually work plan for ongoing and future projects with the coordination/consultation of concerned department, and Management.
- To monitor progress of all health projects on regular basis and sharing report with management, and to ensure the proper utilization of resources allocated for each project of the Health Program.
- To take measures, to improve the standards of health care units in accordance with the criteria of Health Care Commission of Khyber Pakhtunkhwa.
- Working for preparation of feasibility report to assess needs of health project/health units and process requisitions to competent authority for approval.
- To supervise/participate in recruitment process and deal other staff service matters with the coordination of concerned unit head and Regional HR department.
- To identify and organize training workshops for different cadres with the coordination of concerned administrative head and Regional HR department.
- To supervise all purchases & procurements process of all Projects/units in light of procurement policy of AKF KP/ donor organization guidelines, if required.
- To make/develop project proposals with the coordination of RMD and to prepare other periodic reports of department on the basis of information collected from units.
- To coordinate with central office/district offices to ensure the smooth functioning of health program and various departments of regional office for concerned matters.

Organization Name PEOPLE Organization (Professional Employer Pvt Ltd)
Duration: 1st JUN 2020 —31st March 2022
Designation U/C DELIVERY AND OPERATION OFFICER
Location Peshawar KP
Project: UNICEF Polio Eradication Program and COVID-19 Vaccination Program with W.H.O, & EPI Program
Project Donors: UNICEF, World Health Organization, Health department KPK

- Regularly follow-ups of covid patients, and updates their information in Database, shared from DPCR Office Peshawar.

- Worked with DPCR Office for closely monitoring of the Covid-19 high risks areas, and established local liaison in order to ensure smart lock down in targeted areas, also responsible for conduction of Orientation and training of front-line workers on covid-19 SoPs.
- Devising strategy for covid vaccination with help of Government line departments, and ensure reporting of covid vaccination data to DPCR Office Peshawar & DHO Office Peshawar.
- Work with health department for coverage of Essential Immunization of all below 2 years children's.
- Development of Micro Planning with Health Department for targeting of Local areas for EPI and PEI vaccinations of children's.
- Ensure data reporting & compilation to DPCR & DHO office of all vaccination.
- Ensure that EPI focal person, maintain vaccine record on daily basis and return the remaining vaccine vials back to district store.
- Ensure the incumbent has undergone a TOT, also conducting CBV workers training prior to every
- campaign, and ensure the new inductees have undergone an induction training
- Analysis of Micro-plans for CBV workforce inclusive of logistics distribution, training, route maps, still missed children tracking data and high risk mobile population movements
- Coordinate with District for Community/parental engagement activities incorporated in their work plan based on missed children log book of the last campaign.
- Ensure the implementation of recommended actions by field monitors e.g. sweeps in poorly covered areas, finger marking issues.
- Support District in the development of micro-plans for CBV workforce inclusive of logistics distribution, training, community engagement, route maps, still missed children tracking data and high-risk mobile population movements.
- Ensure timely data reporting in pre-campaign phases to DSC and DPCR, Participation in UPEC meetings and present all data as per Protocol's.

Organization Name: **CHIP Training and Consulting (Civil Society Human and Institution Development Programme)**

Duration: **SEP 2017 —31ST MAY 2020**

Designation **U/C COMMUNICATION SUPPORT OFFICER**

Location **Peshawar KP**

Project: **UNICEF Polio Eradication Program and COVID-19 Vaccination Program with W.H.O, & EPI Program**

Project Donors: **UNICEF, World Health Organization, Health department KPK**

- Supportive supervision of child registration process in the field before campaign
- Conduct field validation of micro census after first campaign for assessing work burden and micro census quality
- Participate in UPEC/ evening meetings and present desegregated data on missed children and engage all UPEC partners to cover still missed children
- Ensure the incumbent has undergone a TOT, and ensure CBV workers training is conducted prior to every campaign.
- Support AS in the development of micro-plans for CBV workforce inclusive of logistics distribution, training, community engagement, route maps, still missed children tracking data and high risk mobile population movements

- Develop UC microplan based on compilation of AS's micro plan inclusive of logistics distribution, training, community engagement, route maps, still missed children tacking data and high risk mobile population movements of his/her respective UC.

WORK/ ORGANIZATION EXPERIENCE

Organization Name **PLAN International Pakistan**
Designation **PROJECT EDUCATION OFFICER**
Location **Program Unit Islamabad Office**
Project: **GREP (Girls right to Education Project---UNESCO)**
Project Duration: **Jan. 2017 —May 2017**

ACHIEVEMENTS:

- Ensured 100 percent Online Data to UNESCO online database for verification and authenticity of Data validation for Program Development.
- Develop Strong Liaison and communication between education department, school teachers and all stakeholders.
- Ensured Child Protection activities and Gender Sensitization awareness in attached departments.
- Prepared Weekly, Monthly and Quarterly reports, and record keeping & documented all activities.

Others Duties Performed.

- Develop strong liaising/working linkages with officials of Education Department (ED) for smooth implementation of the project activities in all the schools.
- Provide technical support to the ED officials in creating periodical work plan and its effective monitoring related to various project activities being carried out in the public school.
- For technical support, carry out regular field visits and to assess the effectiveness of the project along with ED Officials.
- Ensure periodical progress review meetings (monthly, quarterly basis at Union Council level as well as on quarterly basis at District Level and provide necessary facilitation.
- Ensure that the ECE project is implemented effectively in a good quality standards and ensuring consistency of the work in accordance to the project goal and objectives.
- Develop, organize and undertake advocacy (including government officials, school teachers and CSOs) efforts to ensure successful implementation of the ongoing project.
- Maintain and update various information and share periodically with Plan colleagues for analysis and onward internal and external reporting. Develop and maintain good rapport and information/communication sources with all key officials of education department, other duty bearers/stakeholder and NGOs/INGOs present in the project area.
- Keep up to date with security conditions on the ground and implement suitable security measures safety of Plan's staff and project assets.

Organization **International Rescue Committee -IRC (US AID)**
Designation **SCHOOL SUPPORT ASSOCIATE (MASTER TRAINER)**
Location **Mardan KPK**
Project **Pakistan Reading Project (Training and Development Programme)**
Duration of project **June 2015 — Jan. 2017**

Achievements:

- Online DATA Entry in US Aid M & E I.S (Information System) online system of all concerned activities, TIG meetings, and Teachers training activity Programme)

- Practiced and Supervised DQA exercises (Data Quality Assessments) with help of department officials for assessments of DATA Quality according to US AID M & E & I.S (Information System) protocols and Procedures.
- Prepared Weekly, Monthly and Quarterly reports with full devotion and spirits to maintain US AID Pakistan standard protocols, and record keeping & documented all activities.

Other Duties Performed.

- Facilitate in-service professional development activities in the UC/Tehsil/District that include face-to-face trainings, follow-ups and roll out of TIG activities.
- Support teachers in implementing newly learned concepts and skills through regular follow-up support visits to schools.
- Work in close collaboration with teachers, head teachers and concerned education officer(s) in preparing and implementing school/ union council/ tehsil-based reading improvement plans and strategies
- Assist District Program Manager in managing administrative and logistic issue for a smooth implementation of program activities in the district.
- Assist District Program Manager in developing monthly cash projection against program activities, disbursement of project beneficiary allowances, district-based procurement (as and where needed) and maintaining update financial and compliance records/matters.
- Assist District Program Manager in compiling monthly, quarterly and annual progress reports by providing updated and accurate information from field. In addition, collect and share success stories from the field to highlight impact of the program.
- Prepare/partake in detailed weekly/monthly plans including field travels/school visits while adhering to quarterly/annual/LoP work plan targets and indicators.
- Ensure proper record keeping of the TIG meetings, follow-up visit, and teacher observation tools and reporting those to the district office accordingly.
- Support teachers in maintaining portfolios with up to the mark quality.
- Assist the district, provincial and national offices in undertaking monitoring and data collection tasks.
- Provide support to DPM in all Programme and training activities.
- Perform any other task assigned by Supervisor and senior management.

Organization	SAVE THE CHILDREN- US	Nov 2014 — June 2015
Designation	EDUCATION OFFICER	
Location:	Battagram KPK	
Project:	PEPAS (Teacher Training, PTCs Training and development Programme)	
Key Responsibilities		

Team Provide orientation and training to community, paraprofessional teachers, government teachers on related to PEPAS project including LB, school health and nutrition, teacher training, PTC training, distribution of teaching and learning materials, etc.

- Conduct trainings, support, and monitoring visits for SHN, Teachers Training and SMC/PTC revitalization and other program activities.
- Facilitate district education staff and school teachers in all aspects for jointly implement PEPAS project.
- Assist Education Coordinator for organizing and conducting literacy training, teachers training for classroom learning and district workshop.
- Conduction of training for PTC/SMC members on School Management and leadership.
- Encourage and participate in development of child protection training and health education.
- Regular data collection and timely provided to MIS team members for entry in databases.
- Distribute education program materials and maintain accurate forms and reports that detail education program activities.
- Participate in occasional field research and evaluation activities.

- Coordinate and streamlined an effective communication between education program members, Logistics, and other support staff.
- Maintained record keeping of all activities and preparation of weekly, monthly, Quarterly and Annual reports.

Organization	JOHANNITER INTERNATIONAL (INGO)	Sept 2014 -Nov 2014
Designation	MOFA Funded Project Germany	.
Location	D.I.Khan KPK	
Project:	Multi-sectorial Project on Health WASH and DRR	
Responsibilities		

- Community mapping and Profiling, Identification of the beneficiaries of the project as per project proposal and trainings delivered.
- Assist in the implementation of WASH and, Health DRR activities.
- Liaise and work with community groups and projects to ensure accountability and best use of project resources and finalizing the community preparedness/ contingency plan.
- Develop Material on Health & Hygiene promotion.
- Assist the WASH/DRR coordinator in all other issues related to the development and implementation of WASH/DRR programs.
- To document schedule plan, field report and update to hygiene Promotion team leader/Trainer in timely manner.

Organization:	Muslim Aid UK (INGO)	September 2012 — April 2014
	UNICEF Funded Project	
Designation	SOCIAL ORGANIZER	
Location:	IDPs Camp Jalozaï Nowshehra	
Project:	Emergency Education Project and NFE. ALP, UNICEF Funded	
	Responsibilities	

- Assessments of IDPs according to needs in camp
- Conduct social mobilization and meetings with community at community places to admit new students and reduce absenteeism
- Formation of PTC(Parent Teacher Council) Youth Groups, and CBGs (Community Based Groups)
- Conduct Trainings of PTC about their intervention in school's management
- Monitoring of educational and disciplinary activities in schools
- Management of Thematic and Celebrative events
- Designing/Monitoring of Curricular and Co-Curricular Activities in Schools
- Development of child friendly environment in Schools
- Education Meetings D.O, E.D.O, A.D.O, PDMA (Provincial Disaster Management Authority), NGOs and Stakeholders
- Reporting of educational (curricular and co-curricular) activities
- Arrangement of awareness meeting/sessions in community
- Produce success stories/case studies and share with concerned supervisor
- Submit monthly, weekly and daily work plan to the concern supervisor on regular basis.
- Completing of any other task related Project.
- Participation in all Coordination & Cluster Meetings

Organization	Foundation for Rural Development (FRD)
	UNHCR Project
Designation	SENIOR SOCIAL ORGANIZER
Location	IDPS Camp Mohamand Agency (Ex- FATA)
Project:	Community Services, Emergency Response Project
Project Duration:	Jan 2011 — Oct 2011
General Responsibilities.	

As a Senior Social Organizer responsible for the development of operational plans for various activities under the community development programs. I also responsible for monitoring the training and awareness programme at the community level as well as supervision of community mobilizing FORCE.

Specific Responsibilities:

- To report to the, Community Manager of their respective supervisors.
- To ensure that the operational plan for the community participatory mechanism is followed by the community mobilizers.
- To carry out the preparation and implementation of various communities based training, and awareness programmes.
- To develop/ arrange suitable training and staff development programmes for the community mobilizers in consultation with Community Managers, Gender coordinators, and project Manager.
- To assist in liaison with the Government line department on proposed development activities in the target communities.
- Monitor various field activities with the assistance of the Project community mobilizers.
- To ensure a sustainable operational & maintenance (O&M) programme development in the communities.
- To assist the Project coordinator to contact the community leaders, volunteers, social, workers, etc and explain the objectives of the community-based monitoring system as an integral part of the FRD.
- To assist the committee constituted (PC concerned, Community Development Manager & Gender Coordinator/ Community Development and Gender Specialist) for monitoring of community mobilizers in their respective PIU.
- To provide social guidance to the communities in the resolution of their problems.
- To prepare reports on the progress and effectiveness of the Community Development Programme.
- To prepare a monthly work plan for the CAMP in consultation with community Mobilizers and under the supervision of Community Managers.

Training/Workshops Attended

- ❖ Participated in 5 days certification training on “**Bio Risk management & Safety**” arranged by **Khyber Medical University Peshawar** from 19th January 2026 till 23rd January 2026.
- ❖ Participated in 3 Days training on “**Project Management Professional**” PMP arranged by **Project Management Institute** Lahore, held on 25,26,27 November 2023 at Lahore.
- ❖ Participated in “**TWO DAYS training on E.I, PEI and Communication**” arranged by **People Organization/ UNICEF** held on 12th July & 13th July 2021 at PESHAWAR
- ❖ Participated in 3 Days Training Workshop on “**Operationalization of Essential Immunization**” arranged by **UNICEF**, held on **6-8 March 2020 at Islamabad.**
- ❖ Participated in 3 Days training on “**TOT on Polio, Essential immunization and Communication**” held on 17,18th 19th March 2018.arranged by CHIP _UNICEF at Peshawar
- ❖ Participated in 3 Days TOT on **EPI, Health and Vaccination and Communication** Conducted by CHIP Training and Consulting at Peshawar on 28, 29,30th March 2018.
- ❖ Attended Orientation session **Gender and development child Protection** arranged by **Plan International** on 6-8 March 2017 at ICT.
- ❖ Participated in one day Training on **Data Quality Assessment (DQA)** on Jun 1st 2016 Arranged by **IRC –US AID Pakistan**
- ❖ Participated in 8 days training on “**TOT on reading Components**” arranged by **IRC-US AID** held on **8-to 16th Jun 2016.**

- ❖ **Participated in 8 Days training On “TOT READING COMPONENTS” from 8-14 Jun 2015 at Peshawar arranged by IRC – US AID Pakistan**
- ❖ **Participated in 6 days TOT about training on ELM ‘Emergent Learning Math’s” from 28th December to 1st January 2015 arranged by SAVE THE CHILDREN in Islam Abad.**
- ❖ **Participated on 5 days training from 5-10 February 2013 on ALP (Accelerated Learning Programme) arranged by MUSLIM AID- UNICEF in Islam Abad.**
- ❖ **Participated in 3 DAYS TRAINING on HUMANITARIAN LAW OF IDP,s and PROTECTION arranged by IRC PESHAWAR on 8 to 10 DECMBER 2013.**
- ❖ **ONE Day Training on INEE and MDGs arranged by MUSLIM AID- UNICEF in Peshawar on 26th March 2013.**
- ❖ **THREE Days Training on “Project Management and Report Writing” on 6th to 8th December 2012 in Islam Abad arranged by Muslim Aid Pakistan.**
- ❖ **Attended One day workshop regarding Protection, Registration, and Camp Management arrange by UNHCR in Peshawar on 5th April 2011 held at Peshawar.**

COMPUTER, I.T SKILLS

- ❖ Use of Internet and E-mail.
- ❖ Ms. Office
- ❖ Six (6) month Diploma of Ms. Office, Introduction to IT, MS Window 2000 and Internet Explorer from Skill Development Council Peshawar in 2005.

INTERESTS

Listening Music, Reading, & Playing Games

REFERENCES

Dr. Naveed Sharif

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Khyber Medical University Peshawar
Cell NO: 0305 9031248
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District Programme Manager
IRC USAID Pakistan Reading Programme
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