

# Abdullah

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## Personal Summary

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Project Management and Monitoring professional with experience in project coordination, research, data collection, reporting, documentation, and stakeholder engagement. Currently supporting Education, WASH, Health, Food Security, and Livelihood projects in a donor-funded organization. Experienced in coordinating field activities, managing project data, preparing reports, and maintaining project documentation using KoBoToolbox and Microsoft Excel. My background in Political Science and Project Management, together with my research experience, has strengthened my understanding of community development, governance, and sustainable development. I am organized, detail-oriented, and committed to supporting initiatives that create positive social and institutional impact.

## Core Competencies

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**Project Coordination:** Activity Planning, Project Documentation, Reporting, Record Management

**Stakeholder Engagement:** Teamwork, Communication, Coordination, Relationship Building

**Research & Data Management:** Data Collection, Data Analysis, Information Management, Report Writing

## Skills

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**Soft Skills:** Teamwork, Adaptability, Time Management, Communication, Resilience, Attention to Detail

**Professional Skills:** Project Coordination, Documentation & Record Management, Report Writing, Data Collection & Analysis, Stakeholder Coordination, Project Monitoring, Research, Community Engagement

## Education

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**SZABIST University,** Masters in Project Management

Feb 2025 – Feb 2026

- **Coursework:** Software tools in Project Management, Project Governance and Monitoring, Risk Management

**Quaid-i-Azam University,** Bachelors in Political Science

Sept 2016 – June 2020

- GPA: 3.40/4.0

## Experience

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**Monitoring & Evaluation (M&E) Intern** – Muslim Hands Pakistan

02 Feb, 2026 – Present

- Supported the implementation of WASH and community development projects through field visits, monitoring activities, documentation, and stakeholder coordination in District Mardan under the project “*Scaling-up of WASH Services Through Installation/Construction of 1,000 Tube Wells and Dig-a-Well in Selected Districts of Punjab and KP.*”
- Collected, organized, validated, and analyzed project data using KoBoToolbox and Microsoft Excel. Managed project information from more than 100 schools under the Sindh Rural Support Programme and Public School Support Programme while supporting accurate reporting and data quality.
- Participated in monitoring visits to education projects in Jhelum, Wazirabad, and Islamabad. Documented project progress, identified good practices and implementation challenges, and prepared monitoring reports with findings and recommendations.
- Contributed to the Annual MEAL Learning Report by compiling project findings, organizing supporting documentation, and analyzing 347 learning cases to support programme learning and reporting..
- Prepared the monitoring report for the Muslim Hands Qurbani Project 2026 by reviewing project activities against SOPs, hygiene standards, beneficiary distribution records, and donor requirements, while documenting key findings and recommendations.
- Coordinated with project staff to obtain field information, records, photographs, and supporting documentation to ensure timely and accurate reporting.

**Associate Researcher** – Abdul Wali Khan University

Feb 2022 – Feb 2024

- Conducted research on governance, public services, elections, and community needs by collecting and analyzing primary data through more than 150 structured interviews across 10 neighbourhoods.
- Coordinated field research activities by assigning tasks, supporting data collection, and ensuring timely completion of fieldwork.
- Conducted a public opinion survey during the General Elections 2024 to study voting behaviour and coordinated with relevant authorities and research institutions, including PASTIC, to support academic research.

## Certifications

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**Microsoft Project Management, Microsoft**

Aug 2025

**Google Data Analytics**

Aug 2025

## Tools

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- MS Project / Project Plan 365
- Primavera (Project Management)
- KoBoToolbox
- MS Office (Word, Excel, PowerPoint), MS Teams
- Google Suite (Docs, Sheets, Slides)
- JIRA
- Trello

## Languages

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Fluent in English, Urdu and Pashto