

SAAD NAWAZ

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Objectives

Seeking an opportunity where I can leverage my skills and experience to make valuable contribution to the organization.

Professional Qualification

Session	Qualification
2007-09	MBA (Finance) <u>Gold Medalist</u> 89% Marks with Grade A+ Gomal University D.I.Khan
2005-07	BBA (General) <u>Gold Medalist</u> 87% Marks with Grade A+ Gomal University D.I.Khan
2003-05	F.Sc (Pre-Engineering) 1 st Division with 75% Marks (Grade A) B.I.S.E Bannu
2001-03	S.S.C (Science) 1 st Division with 77% Marks (Grade A) B.I.S.E Bannu

Professional Experience

Position 1: MONITORING OFFICER
Employer: “Strengthening of Planning, Monitoring and Evaluation Cell”
Ministry of Industries and Production (MOIP) Islamabad
Duration: 10 Nov, 2010 to date, 2010

Position Overview:

A Planning, Monitoring & Evaluation cell is established in the Ministry of Industries & Production for the Project formulation, appraisal, monitoring, and evaluation of the development projects of Ministry. The **Monitoring officer** under overall supervision of Project Director and direct supervision of Project Manager is performing following responsibilities.

Duties and Responsibilities

- ✳ To help the project director in preparation and appraisal of developmental projects from multiple perspectives
- ✳ To visit various project sites and monitor the physical progress of the projects
- ✳ To prepare the monitoring & evaluation reports
- ✳ To assist the project director in high level meetings

Position 2: Monitoring & Evaluation Officer**Employer:** International Organization for Migration (IOM), FDP-GC**Duration:** May 24th, 2010 to Nov, 2010**Position Overview:**

IOM is implementing FATA Secretariat Program in FR Bannu, Lakki & North Waziristan Agency:

The Monitoring and Evaluation officer (M&E-O), under the overall guidance of the Programme Manager, the general supervision of the Programme Support Officer and M&E Supervisor and the direct supervision of the M&E Manager, are performing the following responsibilities

Duties and Responsibilities:

- ✳ Conducting regular visits to project sites to carry out technical monitoring as well as gather feedback from the beneficiary community.
- ✳ Supporting respective Field Team by collecting and organizing reporting documentation for submission.
- ✳ Compiling comprehensive final project evaluations based on information retrieved from the database and field.
- ✳ Coordinating with M&E field staff to obtain field data pertinent to each project to be included in Final Evaluation Reports.
- ✳ Analyzing data from the field for the purpose of summarizing key information in FERs
- ✳ Drafting project specific M&E plans to be included in grant development.
- ✳ Tracking and organize Site Visit Notes received from the field for easy access during final evaluations.
- ✳ Supporting the M&E Manager and Supervisor in the collection of additional information from the field as required.

Position 3: Monitoring & Evaluation Assistant**Employer:** International Medical Corps (IMC), Peshawar**Duration:** March 2nd, 2010 to May 23, 2010**Duties and Responsibilities**

- ✳ Ensure periodical monitoring and reporting of assigned BHUs.
- ✳ Provide consultation to BHUs regarding efficient implementation of tasks & Activities
- ✳ Preparation of monitoring check lists & its implementation upon various BHU's
- ✳ Provide support to M & E team in implementation of its work plans.
- ✳ Preparation of weekly and monthly monitoring reports after conducting visits.
- ✳ Stock evaluation & Keep record up-to-date.
- ✳ Arrangement of conferences, training and meeting
- ✳ Attend meetings of health cluster with EDO & SSG

Pre Qualification Experience**Position 1: Admin & Finance Officer****Employer:** RENARDET S.A INGENIEURS CONSEILS**Duration:** Nov 1st 2007 to Dec 31st 2009**Duties and Responsibilities**

- ✳ To maintain complete financial record.
- ✳ To assist in accurate financial forecasting exercises
- ✳ To Process payments & monitoring expenditure
- ✳ To deal with petty cash transaction.
- ✳ To ensure cost effective resource utilization.
- ✳ To manage logistic operation.
- ✳ To manage employees documents and vouchers.
- ✳ To deal with daily operation of the company.
- ✳ To prepare periodical Reports.

Internship

- ✿ **6 Weeks in State Bank of Pakistan (Karachi)**
- ✿ **2 Months in UBL Main Branch D.I.Khan**

Project

- ✿ Market risk management under Basel II.
- ✿ 3 Year Financial Statement Analysis on Nestle Pakistan Pvt Ltd.
- ✿ Capital Budgeting Techniques & Implementation on Telenor Pakistan.

Major Subjects

- ✿ Financial Accounting, Financial Management, Financial Statement Analysis, Corporate Finance, Project Management, Strategic Management, Investment & Securities Analysis, Islamic Banking, Financial Planning & Control etc.

Training

- ✿ Attended and took part in three days, in-house training for the staff of International Organization for Migration, on **Monitoring and Evaluation of Projects** tailored and organized by Sustainable Development Policy Institute (SDPI), from June 29 – July 1, 2010 at Valley View Hotel, Nathia Galli.
- ✿ **4 Week Training on**
 - ✓ Agribusiness Management
 - ✓ Export Procedures and Supply Chain Management
 - ✓ WTO (World Trade Organization) Procedures, Rule & Regulation

Achievements

- ✿ Being awarded **Gold Medal** for getting **First position** in **MBA(Finance)**
- ✿ Being awarded **Gold Medal** for getting **First position** in **BBA(Finance& Accounts)**
- ✿ Selected as Internee by **SBP HO Karachi** on all Pakistan universities Merit Basis.
- ✿ Winner of Gomal University Merit Scholarship in **MBA Session (2007-09)**.
- ✿ Winner of Gomal University Talented Student of CBA Department Award by Islami Jamiat Tulaba in **Session (2007-09)**.
- ✿ Top first position holder throughout school in **S.S.C exam Session (2001-03)**.

Computer Skills

- ✿ Microsoft Office, especially Excel, Word, PowerPoint and Access.
- ✿ Competency in using Accounting software
- ✿ Internet browsing & other current applications.

Other Skills

- ✿ Ability to prepare and analyze Financial Statements & Feasibility Reports.
- ✿ Ability to deal with Financial Ratios and Capital Budgeting techniques.
- ✿ Ability to manage complete Book Keeping (Cash Accounts, Sales & Purchase Accounts, Receivables, Payables, Expense Accounts, ledgers etc)
- ✿ Ability to maintain Banks Accounts.

Personal Skills

- ✿ Effective Communicator with Solid Interpersonal & Presentation Skills.
- ✿ Fluency in Written & Spoken Expressions.
- ✿ Flexible to adopt changes in accordance with working conditions.
- ✿ Capacity to write under stress & strain to meet the deadlines.
- ✿ Dependable and reliable in supporting and enabling team effort
- ✿ Persistent and flexible approach to the mutually beneficial achievement of the business plans & personal goals of Staff, Suppliers and valued Customers.

Personal Information

✿	Father's Name	:	Allah Nawaz
✿	Date of Birth	:	22 Jan, 1987
✿	N.I.C. No	:	12101-7281679-7
✿	Marital Status	:	Single
✿	Nationality	:	Pakistani
✿	Religion	:	Islam
✿	Languages	:	English, Urdu, Saraiki, Pushto

Interest & Activities

- ✿ Reading Books, Newspapers, Business Magazines & Net Surfing.
- ✿ Playing Cricket, Football & Cards.

References

Zahoor Hassan

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