**Muhammad Riaz**

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**M. Sc. Statistics**

**Major: Operation Research, Population Studies, Experimental Design, Probability, Statistical Methods, Statistical Inference, Regression Analysis & Econometrics.**

**Gomal University, D. I. Khan, K.P.K. Pakistan; 2009-11**

**Professional Experience:**

1. **CBV Manager/CTC/EOC/FATA Secretariat/KP/ From Nov 25, 2016 to May 31, 2020**

* The assessment of the need and the field, planning, implementation, monitoring/supervision, feed-back and adjustment of the Community Based Vaccination (CBV) Strategy of the Global Polio Eradication Initiative (GPEI) in the conflict-ridden area of South Waziristan Agency of FATA.
* The engagement of coordination with the various stake-holders in the community and in the range of the needed trans-sectoral determinants of the public health project.
* Coordination at provincial and national levels with P/N-EOCs.
* Selecting, maintaining and motivating a dedicated work-force/team through competitive processes and their on-going capacity building workshops through 03rd party facilitators.
* Conducting Supplementary Immunization Activities (SIAs), AFP Surveillance and Routine Immunization related activities.
* M&E and data analysis for evaluating, planning and predicting.
* Collection, collation, analysis and presentation of data for meaningful description and the needed inferences.
* Administration and budgeting.
* Part of the Cross-Border (CB) Coordination committee for managing the High Risk Mobile Population across the Central Corridor of transmission in the AFPAK Zone.
* Managing the affairs of the Afghan Refugees, Returnees and IDPs/TDPs, in the context of the conflict zone of the FATA/SWA.

1. **Monitoring & Evaluation Officer/IOM/FSP/KPK/Pak From 02-01-2013 to 31-08-2016**

* Monitoring & Evaluation of development project from inception till completion.
* Conducting regular field visits for keeping the activities on track, per schedule and as the objectives.
* Engagement and involvement of the community through the various processes of Community Consensus Jirgas (CCJ) and Project Oversight Committee (POC) meetings, and documenting the proceedings and decisions made.
* Compilation of comprehensive final project evaluation report, circumventing all aspects and dimensions in a comprehensive way.
* Program field staff to obtain field data pertinent to each indicator outlined in the project M&E plans at the post completion visit to the project site. Identify and document success stories and case studies on extraordinary aspects of the project. Carry out Broad Based Evaluation Studies on particular assigned grants related topics in line with the decisions made.
* Support the M&E Manager and Supervisor in the collection of additional information from the field as required.

1. **Child Protection Coordinator: Khwendo Kor Org Tank Region/KPK Pak 07-03-2012 to 15-12-2012**

* To ensure the effectiveness of the project activities according to children and communities demand.
* Coordination with Army and Other Social Organization for strengthen referral Mechanism. Capacity building of the staff according to the project schedules. Attend meetings with PDMA, PA, APA, Malik and other’s regarding project activities. Orientation and facilitation of the field staff regarding their activities. To provide efficient progress reports to the Donor regarding staff activities. Also to Share the progress reports with the PDMA, Army and other line departments.

1. **Administrator General: Hira Tourism/Dubai Customs/Dubai U.A.E 01-04-2008 to 10-08-2009**

* Monitoring all the online financial activities regarding exports & imports; Supervising the staff activities inside and outside the company; Running E-Payment System in Dubai Custom Online Trade; Preparation & maintenance of office records; Giving Support to improve the Business in all outlets of the company; Also supervising the shipping activities on International level with Maersk line; The job involves the efficient dealings with the clients and to create business opportunities; To manage and inform about the performance on monthly activities; Preparing and coordinating all export & import documents;

1. **Statistical Specialist: USAID/AEGP, Central Bank of Afghanistan 2005-2008**

* In-charge in writing the articles on External Sector Developments for the Central Bank Quarterly Bulletin; Monitoring and compiling the Capital & Financial Account in the Balance of Payments Section;
* Responsible for merchandise trade data from Central Statistics Office and Direction of Trade data from the IMF Regional office; Supervising the International Transactions Reporting System data from Commercial Banks; Maintained the survey of Foreign Direct Investment in Afghanistan; Also worked as a team leader in surveying the National &Foreign Currencies availability; Designed the Central Bank Website;

1. **Human Resources Manager: USAID/ BearingPoint, Central Bank of Afghanistan 2004-2005**

* Monitoring all the Human Resources activities of the BearingPoint staff; Supervising the staff performance & reporting to the head office; Attending meetings with Board of Directors in hiring qualified candidates for the central bank; Running all the Human Resources activities effectively; Also responsible for all financial activities in the department; Knowledge sharing with BearingPoint Advisors regarding the department recruitments;

1. **Branch Management Specialist: USAID/ BearingPoint, Central Bank of Afghanistan 2003-2004**

* Monitoring all the City and Provincial Branches of the Central Bank; Supervision of the Afghan Funds Transferring System and its activities; Wrote the Old Bank Notes Changing Law; Prepare the Shipment Policy for Physical Money; Designed the logo for the official Afghani Coins; Operating the accounting data base denomination wise; Trained the Zones Managers to operate the Afghan Funds Transferring System;

1. **Administration In Charge: Burki & Company, Karachi, Pakistan 2001-2003**

* Monitoring all the financial activities of the Company inside & outside the country; Established new & required quotations, sales invoices & sales receipts; Running the Company Software and the Pakistan State Oil (PSO) Company data base; Supervising the staff activities in Zone-I & II in Port Qasim; To check all the loading Invoices regularly for PSO; Performed TT fund transfers;

1. **Operations Manager: Shaheen Cartage, Shell Pakistan Ltd. Karachi, Pakistan 2000-2001**

* Supervision of the vehicles loaded from Pakistan to Afghanistan; Update the Shell Pakistan Company data base regularly; monitoring the summary sheets for the concerned department; Visiting monthly the Potential Incidents on the Super Highway.

**Languages and Skills**

E-Commerce Application Web Design & Development, HTML, Adobe Photoshop, Macromedia Flash, MS-FrontPage, MS (Word, Access, Excel & PowerPoint), Internet Multimedia; Fluent in written and spoken English, Urdu and Pashto; Speaking ability in Persian.

**Leadership and Academic Excellence:**

Member of (SAARC) from the Central Bank on National Level 2006-7, Member of Inter Ministries Technical Coordinating Committee (TCC) in Kabul, Afghanistan 2006-7. Team Lead in implementing successfully CBV (Community Based Vaccination) UNICEF Polio Program in SWA in 2016-17.

**References:**

1. Dr. Burhan-ud-din, 2. Dr. Muhammad Younas

Provincial HRMP FP WHO. RRT Officer WHO

EOC FATA. EOC FATA.

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