**ABID MAHMOOD**

**14th November 1975**

**50, Street 83, Sector G-8/1, Islamabad, Pakistan**

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 **FORMAL EDUCATION**

* *Masters in English Language and Literature*

2001 – 2003, University of Punjab, Lahore, Pakistan.

* *Masters in Muslims in South Asia*

1998 – 2001 Allama Iqbal Open University Islamabad, Pakistan

 **WORK EXPERIENCE**

1. ***Feb. 2016 to date***

***Personal Secretary to Chairman Senate Standing Committee on Textile***

* Provide support to the Chairman in his correspondence with the senate secretariat and KP government;
* Doing research regarding the questions, motions, resolutions and bills to be laid or discussed in Senate of Pakistan and other legislative business;
* Preparing speeches and talking points for different forums;
* Responsible for the filing/ record keeping of different standing committees, which the Chairman is a member of;
* Closely following and developing briefs of the media and research reports and highlighting recent issue of public importance;
* Collecting data and compiling on the range of issues (YEARLY BUDGET, PSDP, LNG, PIA, ELECTION REFORMS, RAILWAYS, CPEC, AGRICULTURE, EDUCATION, HEALTH, SECURITY etc.);
* Other tasks assigned from time to time;
1. ***June 2015 to Dec.2015***

***Project Manager CMDO (GIZ funded livelihood project in Bajaur & Mohmand Agencies FATA)***

* Overall management of the project including hiring of the project staff and consultants, regular field trips to supervise and support project activities;
* Revising the project plans and budget of the project;
* Organizing staff training and preparation of the training manuals including staff deployment and logistic arrangements for the training sessions;
* Providing input in the development of project progress database to check the daily progress of the project;
* Make sure the activities are carried out according to the plan of operations and within project overall objectives and expected results (outputs and outcomes)
* Prepare weekly and monthly strategic planning as extract of the detailed planning and ensure proper use and implementation at field level
* Review and update on monthly and quarterly basis the detailed implementation plan of the project for operational activities and share with field staff with clear timeframe
* Conduct orientation and regular refresher sessions with field staff for joint and cost effective planning for operational activities with clear understanding of the objectively and results
* Monitor the field level activities and share findings with quarter concerned for rectification and accountability. Similarly, organize and manage the training at field and govt. level.
* Ensure daily field visit reports, review and provide inputs and prepare and consolidate weekly report along with plans and submitted to head office
* Provide inputs and facilitate to design, conduct and consolidate situation analysis, VDPs and other relevant exercises and reports with other project staff
* Manage all the grand periodic reports including monthly, quarterly, by-annual and annual reports are prepared, reviewed and checked for consistency against the project objectives, outputs and outcome
* Liaise and coordination with the Political Administration and GIZ staff to ensure strong relations
* Ensure assistance in data management by creating data storage and retrieval files on need basis and reporting to donors and government authorities
1. ***March 2015 to May 2015***

***Principal Staff Officer to Senator***

* Preparing and creating Orientation briefs of the Rules of Procedure 2012;
* Coordination/ Liaison with KP Govt. Departments regarding KP Board of Investment and Trade related issues;
* Writing talking points and speeches for the Senator;
* Writing Questions and doing Research on those questions asked in the House during question hour and writing supplementary question;
* Preparation of presentations on a range of topics (business, energy, tourism, investment etc.)for the Senator’s international tours and addresses to different forums;
* Drafting Motions and Resolutions for the Senate business;
* Correspondence and communication with different branches of the House and Party Secretariat on behalf of the Senator;
* Providing all the secretariat support in the legislative affairs of the Senate;
1. ***April 2014 to September 2014***

***Médecins Sans Frontières*** ***–France & Belgium***

***Intersectional Country Representative Assistant***

* Coordination with the line departments (Economic Affair Division, PDAM, FDMA, Home department KP, Health Ministry KP, Security Agencies) regarding the MOUs, Project and travel NoCs etc;
* Conceptualizing new projects and supporting the implementation of ongoing projects in KP;
* Context analysis for the country representatives and preparing the country profile;
* Organizing the internal coordination meetings and preparing minutes;
* Networking with other actors in Health Sector in KP;
* Providing support to the other departments (project coordinators, logistics, Communication and medical) in the operations and management of the projects;
* Representing MSF in different forums (INGOs security forum, UNDSS, PHF etc.);
* Providing assistance to the CRs in organizing meetings with the health minister/ Secretary health and other stakeholders;
* To visit the projects on behalf of CR;
* Providing contextual briefing (operational, security and general) to the new expats;
* Writing reports and minutes of different meetings, E-filing etc;
* Evaluation of the partners, preparing new agreements to be signed with the partner organizations;
1. ***November 2011 to February 2014& October 2014 to February 2015***

***Self Employed***

***Freelance Consultant/ Teacher***

* Worked as a freelance consultant with different NGOs offering services like registration and proposal writing for a range of international donations available locally (USA Ambassador grant, Rapid Fund, USAID etc.) And doing baseline surveys, with a team of consultants from different consultancies.
* Developing profiles of the local organizations and supporting them in getting registered with the Pakistan Social Welfare department.
* Teaching English literature to the BA & MA students of Punjab University. Teaching Urdu, Geography and History to HSSC students.
* Content writing of Post graduate diplomas' with Allama Iqbal Open University.
1. ***August 2010 to September 2011***

***& November 2005 – April 2008***

***Welthungerhilfe formerly German Agro Action***

***Provincial Coordinator***

* Working closely with international task force of the organization, establishment of the regional office;
* Inception workshop with the partner and develop a results-based Project Work plan, update Performance Plan and Implementation Plan as per the findings of the inception workshop;
* The overall supervision and operation of Flood relief Program, coordination for overall project with all stakeholders and submission of reports (monthly, quarterly and biannually) on all required formats;
* Identification of the emergency relief areas for all the project areas, local partners and beneficiaries while also planning the distributions;
* To undertake baseline/needs assessment surveys and designing new projects in collaboration with local partner organizations and target groups;
* To monitor partner’s progress on field work regularly by visiting field areas, identifying problems and provide support to correct them, making sure that the project implementations meet the organization’s standards;
* Assisting the Head of regional Office in developing and designing program proposals, both for emergency and long- term development ( LRRD approach) ;
* Representing the organization at different forums (Clusters, Working groups, Coordination meetings, District management, police, development actors and media) ;
* Short listing of the Implementing Partners for the possible future projects;
* Organizing workshops, meetings, trainings and visits of the short term international consultants, journalists, donors like ECHO and WHH Head Quarters. Including providing support to them;
* To foresee the security of the organization, developing and adapting the security guidelines in Pakistani context and Coordination with UNDSS and other stakeholders regarding security;
1. ***May 2008- December 2009***

***USAID-DAI***

***Program Assistant Pakistan Legislative Strengthening Project and***

***Coordinator Pakistan Institute for Parliamentary Services (PIPS)***

* Providing Support to Chief of Party (COP), Deputy Chief of Party (DCOP) in implementation of program activities, functions and maintain liaison with the stakeholders and collection of information;
* Assisting in preparation and communicating correspondence with partners on program related activities including booking, confirmations of participants;
* Arranging meetings, appointments for COP and DCOP and providing secretarial support in composing, designing and development of materials and in compiling monthly, quarterly, annual and M&E reports;
* Communication with media as and when required, prepare press release and information;
* Ensuring maintenance of program records and related documents, files and directories including electronic data and retrieve information’s as and when required;
* Updating and prepared training information databases, documentation, filing, administrative records as required from time to time;
* To Undertake Informational Researches for the Law Making/Legislation Component of the PLSP, as well as Members of the Parliament from time to time on legislative and parliamentary issues; in addition to facilitating Pakistan Institute for Parliamentary Services (PIPS) Research on Request for Members;
* Assisting in preparation of training materials, modules and presentations for Legislative Drafting, as well as Research Methodology, Assessing Legislation, Rules and Procedures and other relevant topics.
* Maintaining records of program related documents, files and directories including electronic data and retrieve information’s as and when required; assist in operations, presentations and report writing;
* Taking care of all administration and budgeting of Pakistan Institute for Parliamentary Services i.e. coordination with Parliamentarians, office supplies, maintenance etc;
* Preparation of all the correspondence with Pakistan National Assembly Speaker’s office and other members of PIPS Board of Governors (Speaker National Assembly, Speakers Provincial Assemblies, Senators, MNAs).
* Providing assistance to the Executive Director of the Institute in a wide range of activities like Correspondence with the Embassies and international Parliamentary Institutes, Liaison with other donors working with the Parliament (UNDP, Konrad*-*Adenauer*-*Stiftung),
* Communication with the Police and CDA regarding security and other issues
1. ***January 2003- March 2005***

***United Nations High Commission for Refugees***

***Intern and then Program Clerk***

1. ***August 2002- October 2002***

***European Union Election Observation Mission***

**Interpreter**

 **TRAININGS/ SEMINARS**

***Green Recovery***

* 3 days training in Islamabad conducted by WWF on the modern practices in providing environmental friendly shelter material in the post flood situation and how to build back better (with DRM approach).

***Single Page Reporting Format***

* 2 Days training organized by IOM on Single page Reporting Format, in Multan.

***Result Based Management***

* One week’s intensive training on Result Based Management and Impact Oriented Monitoring from ‘INWENT’ institute Bonn, Germany followed by the 10 days orientation in the HQ of Welthungerhilfe.

***Time Management 2008***

* 3 days training on the time management challenges faced in performing duties and meeting deadlines and how to cope with them by Time Lenders.

***Monitoring and evaluation April 2006***

* Participated Monitoring and evaluation Seminar on the progress and financial monitoring and evaluation of the projects with budget revising guidelines by team from the HQ of Welthungerhilfe.

 **Other Achievements**

* **Qualified for HSC Scholarship for PhD in Linguistics-Fatimah Jinnah Women University Rawalpindi in 2007**

 **Computer Skills**

* MS Office Applications & databases ( Word, Excel, , Publisher, Access, Outlook, Power Point)
* IBM Lotus Notes/ TAMIS

 **Languages**

* Kashmiri (mother language)
* Urdu
* English
* Punjabi
* Saraiki
* Pashto (basic)
* Arabic (reading and writing)

 **References**

1. **Ms. Jenny Carlbom**

Project Coordinator MSF-OCP

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1. **Mr. Marco Obermueller**

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1. **Mr. Nudrat Ullah Malik**

Director Staff

Senate’s Standing Committee on Textile

Senate of Pakistan

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