

## PERSONAL INFORMATION

## UMER MEHMOOD



📍 44000 - Islamabad, Pakistan

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Sex Male | Date of birth 12/03/1994 | Nationality Pakistani

## WORK EXPERIENCE

(Nov-2016 - Feb 2023)

### Operation Manager

Cynosure Consultants International (<https://www.cynosure-intl.com/>)

Key roles and responsibilities:

I Joined Cynosure in January 2016,

- Arrange Travel and Accommodations
- Manage Office Supplies Stock and Place Orders
- Prepare Regular Reports on Expenses and Office Budgets
- Maintain and Update Company Data Bases
- Organize a Filing System for Important and Confidential Company Documents
- Answer Queries by Employees and Clients
- Update Office Policies as Needed
- Maintain a Company Calendar and Schedule Appointments
- Book Meeting Rooms as Required
- Distribute and Store Correspondence (e.g. letters, emails, and packages)
- Prepare Reports and Presentations with Statistical Data, as Assigned
- Arrange Travel and Accommodations
- Schedule in-House and External Events
- Survey Management and Field Monitoring in.
- Record Keeping and Data Management
- Survey Management and Field Monitoring

I was involved in multiple donor-funded projects at Cynosure in as a procurement manager, as listed below:

*Training Needs Assessment of Polio Staff in Pakistan; Review of Gwadar-Lasbela Livelihood Support (GLLSP) project; MTE of Pakistan Food for Progress Agriculture Development Project; Digital Empowerment of Women in KP; Promoting Multi-Sectoral Approaches to Nutrition; Value Chain Assessment of Key NTFPs in Pakistan; and Baseline Survey of LACIP Phase-II.*

Details of the above are provided in the 'Projects' section below.

[Business or sector](#) International Development Consultancy

(Feb-2013 - Nov - 2015)

### Cashier/Salesman

Pak Marketing Pvt. Ltd

Key roles and responsibilities:

I Joined Pak Marketing in February 2013,

- Update Market Policies as Needed
- Cash Closing Every Day
- Maintain a Company Calendar and Schedule Appointments
- Data Keeping Rooms as Required
- Arrange Stocks
- Prepare Vehicle After Market Visit
- Vehicle Maintenance
- Answer Queries by Employees And Clients

## EDUCATION AND TRAINING

(May 2022 – Jun 2023)

### MSC. Master of Administrative Science

Allama Iqbal Open University Islamabad (AIU)

- Currently at Second Semester

Key Subjects:

- Economic Analysis
- Business Communication
- Marketing Theory & Practice
- Financial Accounting
- Evaluation of Public Policies
- Management Theory & Practice

(Jan 2018 – Dec 2020)

### BA (GEN GP)

Allama Iqbal Open University Islamabad (AIU)

Key Subjects:

- Economic of Pakistan
- Community development
- Public Relation
- Health & Nutrition
- Food & Nutrition
- Pakistan Study

(Jan 2013 – Dec 2013) **OSHA** (Occupational Safety and health Administration)

- 1 year Safety Officer Course in Tech e Test Institute of Technology Rawalpindi, Pakistan)

## PERSONAL SKILLS

Mother tongue(s) Urdu, Punjabi

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	A2	A2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills

- Strong communication and organizational skills with a track record of maintaining positive relationships with clients, vendors, and team members.

Organizational / managerial skills

- Managed (Currently responsible for a team of 15 people, lead a team of up to Multiple peoples on project-basis)

Job-related skills

- Trustworthy and highly dynamic Office Administrator with over 7 years of experience in managing day-to-day office operations, coordinating with staff, and maintaining efficient office systems.
- Valid Driving License (Pakistan)

Computer skills

- Good command of Microsoft Office™ tools (Advanced: MS Excel, Word, PowerPoint; Beginner: Access)
- Application Hardware & Software Installation

**Projects - Details of some of the key projects undertaken by me include:**

<p><b>UN-Women</b>  <i>Terminal Evaluation - Prevention and Protection of Women from Violence Through Access to Justice, Services and Safe Spaces</i>                  (Operation manager &amp; Finance Assistance)                  November 2020 – February 2021</p>	<p>The overall aim of the evaluation was to assess and learn about the relevance, effectiveness, efficiency, sustainability, impact, and contributions to the advancement of gender equality and human rights.</p> <ul style="list-style-type: none"> <li>My responsibilities include providing backend support to the team of consultants and enumerators' in the field accommodation or Vehicles etc.</li> </ul>
<p><b>P&amp;D, Govt. of Balochistan / IFAD</b>  <i>Impact Assessment of Gwadar Lasbela Livelihood Support Programme (GLLSP)</i>                  (Operation manager &amp; Finance Assistance)                  November 2019 – March 2020</p>	<p>The main purpose of the IE was to gather quantitative and qualitative data on the interventions carried out under GLLSP covering targeted beneficiary households in the target districts.</p> <ul style="list-style-type: none"> <li>I was involved in Questionnaire Printing, and arranging of the field activities enumerator's accommodation and Vehicles, managing in data collection after data collection in hard form.</li> </ul>
<p><b>Winrock International / USDA</b>  <i>Mid-Term Evaluation Pakistan Agriculture Development (PAD) Project</i>                  (Operation manager &amp; Finance Assistance)                  January – May 2020</p>	<p>During the midterm review Cynosure undertook Performance Survey of approx. 850 farmers/project beneficiaries.</p> <p>As the Operation Manager, I was responsible for managing data collection teams in the 11 target districts in Sindh and Punjab as well as maintaining liaison with PAD project team at Winrock. In addition, I was involved in Questionnaire Printing, and arranging of the field activities enumerator's accommodation and Vehicles.</p>
<p><b>UNICEF</b>  <i>Training Needs Assessment of Pakistan Polio Eradication Initiative</i>                  (Operation manager &amp; Finance Assistance)                  March – September 2019</p>	<p>A TNA of Pakistan Polio Eradication Initiative staff was undertaken to identify key capacity gaps and make recommendations on improvement of existing capacity building efforts to accomplish the strategies and major activities described in NEAP 2018/19 for Polio Eradication in Pakistan.</p> <ul style="list-style-type: none"> <li>Developed the project proposal. As the Operation Manager, my key responsibilities was the arrangement of Consultants &amp; Enumerators hotel vehicles and then make all the field expenses Liquidation report.</li> </ul>
<p><b>UNIDO</b>  <i>Agribusiness and Agro-industry Development Assistance in Pakistan (PAAID)</i>                  (Operation manager &amp; Finance Assistance)                  February - August 2018</p>	<p>The project (PAAID) aims at supporting the upgrading of quality and enhancement of quantity of agro-food production in selected provinces of Pakistan, in view of market opportunities boosting from the development of China-Pakistan Economic Corridor (CPEC).</p> <ul style="list-style-type: none"> <li>My responsibilities included providing support to the core team and backend Operation &amp; Financing. I also arrangement of Consultants &amp; Enumerators hotel vehicles.</li> </ul>
<p><b>Pakistan Poverty Alleviation Fund (PPAF)</b>  <i>Situational Analysis and Baseline Survey of LACIP Phase II</i>                  (Operation manager &amp; Finance Assistance)                  December 2017 – June 2018</p>	<p>LACIP is one of the major programs of PPAF supported by KfW. The Project supported infrastructure development, livelihood support and social mobilization in 03 districts of KP. As part of the core team, my responsibilities included:</p> <ul style="list-style-type: none"> <li>Printing of 40,000 Questionnaires Form</li> <li>Managing Hotel &amp; Vehicles for more than a hundred people</li> <li>Complaining of the documents to get NOC for Survey in KP</li> <li>And compiling all hard data for data entry.</li> </ul>
<p><b>JICA</b>  <i>Value Chain Assessment of Key NTFPs in Pakistan</i>                  (Operation manager &amp; Finance Assistance)                  May 2018 - December 2018</p>	<p>The project aimed at undertaking value chain assessment of some major NTFPs in Pakistan to understand key opportunities and constraints affecting the efficient development of local NTFP market and value chain systems.</p> <ul style="list-style-type: none"> <li>My responsibilities include providing backend support to the team of consultants in the field and contributing to printing of questionnaire form arranging hotel and vehicle or preparing liquidation report after assignment completion.</li> </ul>

**References**

- Ms. Umm e kalsoom Zia**  
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