**Farooq Ahmed Khan**

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| **SYNOPSIS**  Ihaveover 10 years of professional experience in System Analysis, Programming, Database Development, implementation, end-user training and management of projects. I have assisted organizations in selection and recruitment in the relevant domain for over 5 years now. I have successfully developed and implemented numerous Complex IT Systems and Databases for the public sector (PaRRSA, Ministry of Health, Nursing Council, Examination Boards, Lady Health Worker Program, and District Governments etc.) and International Organizations like DFID and USAID assisted Technical Assistance Management Agency, USAID Districts That Work Project, USAID Pakistan Empower Pakistan JOBs Project, UNICEF, USAID EP FIRMS Project, USAID Funded ASP-RSPN project and JICA etc. I possess excellent knowledge, skills and experience in using programming tools like Visual Basic (NET/Classic), Visual Studio.NET, and backend databases like SQL Server 7/2000/2005/2008, MS Access and Crystal reports. |
| **General INformation**  Father’s Name: Zarif Khan Kundi  Date of Birth01October 1977 |
| **Employment Record**  **JUNE 2012 TO DATE**  Organization: **PDMA/PaRRSA** - **USAID ASP-RSPN Project, Islamabad**  Position: **MIS Specialist**  My responsibilities in the PDMA/PaRRSA, Head office,Peshawar is to be design, develop and successful implement of MIS suite which cares to the requirement of operation activities, financial management , M&E progress reporting system, Admin and HR function on timely basis. Also review the exiting IT policies and revised it according to modern techniques facilitating the objectives and function of PDMA/PaRRSA. |
| **October 2011 TO 31 May 2012** |
| Organization: **CogilentSolution**–**USAID EP FIRMS Project, Islamabad**  Position: **Consultant-Database Development Specialist**  Worked withCogilent Technologies, which was one of the main IT contractors for USAID’s project to automate the progress reporting and monitoring system of PaRRSA, PeshawarProject. Based upon my experience with USAID projects especially in the Monitoring and Evaluation areas, I was selected by Cogilent to lead the current project, which included development & implementation of a Web-based Progress Reporting & Monitoring System for PaRRSA Office, Peshawar. The assignment included IT enablement of the complete life cycle of progress reporting, monitoring and evaluation of multi sectoralProgram/Project activities in the Development sector. I along with a team of 3 other IT experts–which I selected, developed the system and is currently being tested in house for business process verification. After which Beta version will be deployed at the beneficiary organization’s site in Peshawar. |
| * **June 2010 TO November 2010** |
| Organization: USAID Empower **Pakistan JOBS Project, Abt Associates Inc., Islamabad**  Position: **Database Administrator/M & E Officer**  I was employed by Abt Associates Inc., which was one of the main contractors for Empower Pakistan JOBS Project. My responsibilities were divided into two areas, one pertained to the IT domain and the other selecting trainers from multiple sectors such as Education, Agriculture and various other Industries, based on an approved criteria. The trainings would be conducted by many different USAID Implementing Partners (IP). I would assist the IPs in the selection of the trainers and the trainees both. Relevant communities support would be ensured in the selection process. USAID had ensured job placement of the trainees within the country. A total of 12000 people were trained under this program.  In the IT domain I was involved in the development and implementation of MIS/Databases for JOBS Project and training of the implementing partners such as Hyrbrid, Xavor etc. in use of the System. I was responsible to provide information for Project Monitoring and other IT-related activities assigned by the top management.Some of the key activities included:   * Development and implementation of MIS/Database to support implementing partners for effective monitoring of project activities in ten remote locations throughout Pakistan. * Development of Data Input/Retrieval forms which were used by the project team * Uploading of project data into multiple components as received from project staff and partners. * Generating detailed reports on multiple criterions at desired frequency * Maintaining regular backups of system &data repositories.   Monitoring of on-going project activities, on-ground verification of the progress made, financial progress, storing the response information for Ad-hoc queries and periodic assessments of these by field visits and other methodologies. |
| * **OCTOBER 2008 TO March 2010** |
| Organization: USAID Pakistan Districts That Work Project, **Islamabad**  Position: **Consultant-Database Development Specialist**  Worked as a Consultant to USAID-DTW Project; developed and implemented a**System for District Development Planning and Tracking (SDPT) for the District Governments**. The purpose of the SDPT was to assist the District Government in compilation of Annual Development Program (ADP) portfolio and monitoring of ADP schemes for efficient and effective implementation and resource mobilization and improved service delivery. SDPT was initially developed and implemented at the District Government Khanewal and was subsequently extended to 8 District Governments (4 in Punjab, 2 each in Sindh and Khyber Pukhtunhwa) as per their request. Salient features of SDPT are:   * SDPT is developed in Microsoft Dot Net, SQL Server 2000, Crystal Reports 10 * SDPT is designed for District Govt. but can be used at the Tehsil, Division and Provincial levels * SDPT is User friendly, secure and requires minimum data entry with standardized reports; exportable to other formats and avoids schemes duplication |
| * **Februrary 2008 TO September 2008** |
| Organization: **Logisoft (Pvt.) Limited**  Position: **System Analyst**  Job responsibilities included System analysis, design, development &implementation of the IT Projects. Developed an automated solution for Original Shopping Mall–Islamabad. The salient features of the system includes:   * Configurable application settings and secure user access * Eye-catching user interface with Multi-user work environment * Inventory Management modules * Business Expense and Finance Management Modules * Income/Expense Statements, Sales statement and Credit Billing feature * Maximized search capabilities, Parameterized, Point-n-Click & well-formatted Reporting component. * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** |
| * **February 2007 TO March 2008** |
| Organization: USAID and DFID assisted **Technical Assistance Management Agency – Islamabad**  Position: **SPSS&Database Specialist**  Worked with a team of Consultants on the Tehsil Tier evaluation of the Population Welfare Program, Ministry of Population Welfare. As an SPSS/Database Specialist I was responsible for data processing (frequency tables, cross tabulation and graphical presentation of data) and analysis using SPSS software; to help support the team in report writing.  **TA Procurement & Management System**: Also developedand implemented a Database for Technical Assistance procurement, monitoring and management. The system was used to develop projects related final reports. The system has the following features:   * Configurable application settings and Multi-user Work Environment * Secure User Access and eye-catching user interface * TA Management, Consultant Management and TA Products Management Modules * TA Workshop Management and Finance Management Modules * Maximized search capabilities and Parameterized, Point-n-Click & well-formatted reporting * Tools: Microsoft Dot Net, SQL Server 2000, Crystal Reports 9 |
| * **September 2004 TO November2006** |
| Organization: **Pakistan Nursing Council, Ministry of Health - Islamabad**  Position: **Programmer**   * Developed and implemented **“Registration Management System”**for Pakistan Nursing Councilconsisting of the following modules:- * **Enrollment** of Nurses, LHV’s, Midwives, New **Registration**&**Renewal** of Registration * Assign License Number against different Nursing Registration Category * Financial Management System (Fee Management) * Applicant Verification Management System and Dynamic and Complex Report Generation * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** * Developed and implemented “**Enrollment & Examination Management System for ProvincialNursing Examination Boards**” for Pakistan Nursing Council consisting of the following modules:- |
| * **Enrollment** of Students, * ExaminationCenter Management and Roll Number Assignments * Fictitious Roll Number Assignment * Marks Assignments, Gazette Preparation, Detailed Marks Sheets and Date Sheet Management * Dynamic report generation at each examination process step e.g. Registration list &cards, confidential list, roll no slips, attendance list, award list, details marks sheets, gazette report etc. * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** * Developed and implemented “**Dairy & Dispatch Management System**” for Pakistan Nursing Council, which consists of Tracking of incoming and outgoing mails, Dynamic and Complex Report Generation. **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** |
| * Developed and implemented “**Enrollment Management System for College of Nursing**” for Pakistan Nursing Council, which consists of e**nrollment** of nurses, new e**nrollment**&r**e-enrollment** of nurses, assigningenrollment number against different post basic courses, financial management, and dynamic and complex report generation. Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9 |
| * **October 2004 TO December 2005 (Part Time)** |
| Organization: **AZM Computer Services (Pvt.) Limited - Islamabad**  Position: **System Analyst**   * Developed and implemented “**LHW Management Information System”, Ministry of Health Government of Pakistan**, consisting of the following modules. * Human Resource Management System and LHW Training Management System * Health Institution Database For Punjab Government * Payroll Management System, LHW-Monthly Reporting and Facility Monthly Reporting * Dynamic and Complex Report creation * **Tools: Visual Basic 6, SQL Server 2000 and MS Access, Crystal Reports 9** |
| * Developed and implemented “An Automated Solution for **Kabab Hut (Pvt.) Limited”,** consisting of Daily Sales & Purchase System, Inventory Control, and Dynamic Report Generation. Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9 * Developed and implemented “**Municipal Corporation Management System”,** for Tehsil Municipal Administration Khanewal,Punjab consisting of General Tax Payer Collection, Water Tax Payer collection, Property Tax Payer Collection, Non Motored Tax Payer Collection Systems and Report Generation on Client Demand. Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9 * Developed “**Industry Monitoring System” for** Ministry of Labor Govt. of Pakistan, consisting of Yearly Based Tax Collection Management, Industry Profit & Lose Management, Labor Laws Management System, and Report Generation. Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9 |
| * **March 2001 TO June 2004** | |
| Organization: **EGS (Pvt.) Limited –Islamabad**  Position: **Team Leader/ Software Engineer** | |
| * **Enrollment & Examination Management System**   An Automated Solution for **Boards of Intermediate & Secondary Education** for   * **Enrollment** of Students, * ExaminationCenter Management and Roll Number Assignments * Fictitious Roll Number Assignment * Marks Assignments, Gazette Preparation, Detailed Marks Sheets and Date Sheet Management * Dynamic and Complex Report Generation at each Examination Process step e.g. Registration List and Cards, Confidential List, Roll No Slips, Attendance List, Award List, Details Marks Sheets, Gazette Report etc. * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** | |
| * **Election Resources Management System (ERMS)**   An Integrated solution for Election related data management comprising   * Polling Station and Polling Personnel Information Management System * Personnel Training Management System and Training Evaluation Management System * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** | |
| * **National Commission For Human Development Management System (NCHDMS)**   An Integrated solution for Human Development related data management comprising   * Human Development Management and Educational Information Management * Dynamic And Complex Report Generation on Client Demand * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** | |
| * **Developed Dynamic Reports** on the following Financial projects for **SHV Energy Pakistan** * Distributor Sales Management, Creditors Invoice Management * General Ledger Management, Bank and Cash Management * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 7** | |
| * **Other Projects** * Business Unit Setup Conductor For **SHV Energy Pakistan & SME Bank Limited** * Human Resource Management System (HRMS) * Payroll System for EGS (Pvt.) Limited * Application Log Tracking System * **Tools: Visual Basic 6, SQL Server 2000, Crystal Reports 9** | |

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| **Visual Tools and LAnguage Exposure** | |
| * Visual Basic (NET/Classic), Visual Studio .NET * SQL Server 7/2000, MS Access &Crystal Reports |  |
| **Educational Career** | |
| **(1998-2000)***M.Sc. Computer Sciences (*1st Division) from GomalUniversity, Dera Ismail Khan | |
| **LANGUAGES** | |
| English, Urdu and Pashto (read, write and speak – Very Good) | |
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| **References:** | |
| * **Mr. ArifAslamKundi,** Senior IT Infrastructure Expert, Power Distribution Project, F-6/2 Islamabad, +92300-5554793 * **Mr. Inamullah Khan,** Project Manager, EP-FIRMS USAID Project,   F-6/1, Islamabad.Mobile # 0344-5549355 | |
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