
IMRAN MAHMOOD

3269-D, Street 103, Block F, Sector B-17, Islamabad
+92 334 5537 659 (Cell) imahmood.80@gmail.com

Education

Iqra University M.Sc. in Development Studies	Jan. 2015 – Aug. 2017 Islamabad, Pakistan
---	--

Experience

John Snow Inc. (USAID's IHSS-SD) Project <i>Operations & Program Support Officer</i>	Feb. 2018 – Feb. 2025
---	-----------------------

- Supporting for arrangement of meetings and facilitating to senior management team on programmatic, communication, logistics and administrative tasks; carried-out and processing documents pertaining to trainings/meetings etc. event management tasks, facilitating in annual work plans, drafting letters, support for quarterly and annual reports/presentations, taking minutes of the meetings, filing, record keeping, and assisting in the preparation of program documents. Facilitating in the project closeout activities, directed and update filling system and update inventory/publications of the JSI resource center.
- Bring improvement in the record keeping and generate reports for management on quarterly basis for the database maintained for tracking. Review and process invoices by completing Payment Approval Form (PAF) for various vendors like hotel, catering, travel agents upon completion of trainings/meetings etc.

Chemonics International Inc. (WHO vLMIS Project) <i>Independent Consultant</i>	Dec. 2017 to Feb. 2018
---	------------------------

- Supported and preparing purchase orders and required modification for approved security cleared hotels by the USAID/UN agencies and various vendors for the logistics management of trainings and other activities, assisting for managing printing material, folders, stationery items for trainings/meeting at different locations in the country,
- Prepared formal invitations for bids and requested for quotations including required specifications, performance and technical criteria; responsible for circulating the call for invitation among shortlisted vendors, negotiated prices and terms, made award determinations, resolved discrepancies and invoice problems. Developing and maintaining bidder/vendor lists and screen them via Visual Compliance check and UN Security Council Sanctions list search for the individual and company screening as per requirements of the USAID and the WHO.

Youth Catalyst Pakistan (YCP) – USAID's Ambassador Grants Program <i>Consultant (short-term)</i>	Nov. 2017 to Dec. 2017
---	------------------------

- Facilitated in overall program managements goals under the USAID's Ambassador Fund, prepared minutes of the meetings, power point presentation etc. organize team meetings, circulate agendas and take and circulate minutes, maintained inventory of office supplies and fixed assets as necessary; operate standard office equipment and purchase of office supplies.

Population Council <i>Senior Staff Officer</i>	Dec. 2006 to Sept. 2017
---	-------------------------

- *Technical support:* Facilitated technical & programmatic support for preparing various research funding proposals, concept notes, research papers, reports and presentations through editing, formatting etc. submitted to academic and multilateral institutions and donors as and when required.
- *Administrative & Operational support:* Facilitated business requests for the Council and provided timely replies among various stakeholders including the Government and private sector development partners.
- *Procurement support:* Overseeing purchase requisitions and specifications; advised staff on purchase methods and alternate products and may recommended substitutes; prepared formal invitations for bids and requested for quotations including required special terms and conditions.

Trainings & Certifications

- Child Safeguarding Course, JSI/World Education Inc. January 04, 2023
- Ethics at JSI Certificate Course – 2024
- Certificate for Improving Public Health in Pakistan during COVID-19 pandemic, JSI Research & Training Institute, Inc. August 14, 2020
- Certificate for completion - WHO funded vLMIS Scale-up project, Chemonics International, January 29, 2018

- Event Management Skills Training Course, Pakistan Institute of Management, Karachi – June 09-14, 2014
- Tenth Annual Population Research Conference on Population, Peace & Development, COMSTECH, Islamabad – March 09-11, 2010

Facilitated International Conferences, Lectures, Panel Discussions and Seminars and assisted in books, research papers and articles

- Provided research assistance of the book on **“Capturing the Demographic Dividend in Pakistan”** published in April 2013 with the financial support of the United Nations Population Fund (UNFPA), Pakistan and collated book chapters from various authors of the book internationally and locally.

“This book brings together many ideas that have been discussed for some time in Pakistan and around the world. The compelling path forward it lays out, which entails extensive development of education and major efforts in the reproductive health arena, offers an inviting and highly achievable means for shaping and harnessing Pakistan’s growing population in a way that promotes inclusive economic development. As such, this book can be considered part of a blueprint for development in Pakistan”.

- Provided research assistance and programmatic support for developing the report on **“Landscape Analysis of Family Planning Situation in Pakistan”** with the financial support of Bill & Melinda Gates Foundation.

“The study provided a full-scale analysis of the public and private sector provision of services and proposed directions to the Gates Foundation for future funding in Pakistan and moreover, the country is now become a priority country for the Gates Foundation. The study provides insights into the huge untapped potential for private sector involvement for providing the much-needed family planning services to the people of Pakistan. It covers the donor landscape and also key information about the exact needs and priorities of clients within the policy landscape”.

- Prepared the research proposal on during my master’s program in Development Studies entitled **“Rural to Urban Migration in Pakistan: Trends, Factors & Policy Implications”** at Iqra University, Islamabad Campus.

“The research proposal highlighted that the population census of Pakistan, conducted in 1998, found urban areas to account for two-thirds of all immigrants in the country. The major reasons for migration were ‘moving with household head,’ (cited by 43% of lifetime migrants), marriage (cited by 17%), followed by employment (12%) and business (9%). The pattern of migration from labour-abundant rural areas to urban centers is dominant since the inception of Pakistan. This pattern follows a basic poverty-migration linkage because the regions of out-migration are parts of the country where income levels are low and uncertain. During 1951, 82.3% of the population was living in the rural areas but this figure dropped to 66% in 2008. The annual growth rate of rural-urban migration is 2% and around 68% people in rural areas live in poor socio-economic conditions. About one-third of the rural population is living below the poverty line; when people find no other way to make ends meet, they migrate toward urban areas for better socio-economic opportunities (Kanwal, 2015)”.

- Provided research assistance for the chapter on **“Pakistan’s Population Prospects, 2010-2030: A Glass Half Full or Half Empty”** on the book **“Population Dynamics in Muslim Countries: Assembling the Jigsaw”** published by the World Demographic & Ageing Forum (WDA Forum), Switzerland in March 2012.
- Provided research assistance for the chapter on **“Demographic Doom or Demographic Dreams: Pakistan at the Crossroads”** on the book **“Reaping the Dividend Overcoming Pakistan’s Demographic Challenges”** by the W.W. International Centre for Scholars (Asia Program), Washington D.C. in June 2011.
- Provided research assistance for completing the chapter on **“The Importance of Population Policy in Pakistan”** on the book **“Development Challenges Confronting Pakistan”** published by the American Institute of Pakistan Studies (AIPS) in May 2011, Islamabad, Pakistan.
- Consultation Meeting on **“Capturing the Demographic Dividend in Pakistan”** in collaboration with the Ministry of Finance, Government of Pakistan on June 28, 2012 in Islamabad.
- Dinner discussion on **“Family Planning: A Development Imperative”** during the 13th Annual Population Research Conference on November 7, 2012 at Beach Luxury Hotel, Karachi, Pakistan.
- Population Council’s Dinner Discussion on **“Investing in Girls’ in Pakistan”** on November 19, 2014 at Islamabad Club.
- National Consultation on **“Male Involvement in Family Planning in Pakistan”** in collaboration with the Bill & Malinda Gates Foundation on June 16, 2015 at the Serena Hotel, Islamabad.

- **“National Population Summit”** in collaboration with the Ministry of Planning, Development and Reform and Ministry of National Health Services, Regulations and Coordination, Government of Pakistan on November 5-6 2015 in Islamabad.
- Dissemination Meeting on **“Landscape Analysis of Family Planning in Pakistan”** in collaboration with the Bill & Melinda Gates Foundation on September 29, 2016 in Islamabad.
- Meeting on **“Population Dynamics: Key for Ensuring the SDGs”** in collaboration with the UNFPA on December 20, 2016 in Islamabad.
- Dissemination Meeting on **“Using the Community Informant Based (Made-In and Made-For) Methodology for Estimating the Maternal Mortality Ratio (MMR)”in Khyber Pakhtunkhwa”** in collaboration with the Department of International Development (DFID-Pakistan) & Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, at PC Hotel, Peshawar on July 13, 2017.
- Consultative Meeting on **“Ensuring Universal Access to Family Planning: Preventing Missed Opportunities”** in collaboration with the Department of International Development (DFID-Pakistan) at Avari Hotel, Lahore on September 12, 2017.

Core Skills

- Excellent written and good communication skills in English and Urdu
- Excellent organizational, project and event management skills
- Good analytical, interpersonal and technical skills
- Excellent knowledge of Microsoft Office packages, designing software’s like Canva

References

May be provided upon request.