

MANSOOR ANWAR GOLRA

Mailing Addresses:

House# 283-A, Street# 1, Pak PWD Housing Society,
O-9, Loi Bher, Islamabad

Contact/E-mail:

0092 331 555 7718 (Mobile)
mansoorgolra@gmail.com

Social:

Date of Birth: 19-11-1977
Nationality: Pakistani

OVERVIEW

Goal & Objective

CAREER GOAL

- ✓ Leadership, Management and Governance

OVERALL OBJECTIVE

- ✓ Enhance knowledge, skill and practice to develop expertise in Health Services and Assistive Technology

SPECIFIC OBJECTIVES

- ✓ Discover innovative techniques & cost effective solutions in to provide services, products & trainings
- ✓ Implement best management practices & international guidelines to provide services, products & trainings

SKILLS PRACTICE AND AREAS OF EXPERTISE

Management & Reporting

- ✓ Project development, service management, stakeholders, information and reporting (**PCP**) **2015-Till Date**
- ✓ Project management, trainings, stakeholders and reporting (**CF**) **2013-2015**
- ✓ Documentation practice and reporting guidelines (**PIPOS**) **2010-2012**
- ✓ Trainings, programme management, logistic coordination and information (**ERRA**) **2008-2010**
- ✓ Government accounting and administration under federal financial and service rules (**AGPR**) **2002-2007**

EDUCATION

Social science and Finance

- **Masters in Mass Communication**, Allama Iqbal Open University, Islamabad **2005**
- **Bachelors of Commerce**, Federal Government College of Commerce, Islamabad **2002**
- **CA Foundation**, Institute of Chartered Accountants of Pakistan, Islamabad **2001**
- **Computer Course & Practical Training**, College of Financial & Management Sciences, Islamabad **2001**
- **Presentation Skills Training Course**, College of Financial & Management Sciences, Islamabad **2001**

TRAININGS, COURSES & WORKSHOPS

Rehabilitation, Gender, Reporting, Presentation & IT

- **International trainings (2014-2016):** WHO Wheelchair Service Training of Trainers in Kenya (2016); WHO Wheelchair Service Training Package-Managers in Sri Lanka (2014); WHO Wheelchair Service Training Package-Intermediate in Nepal (2014); WHO Wheelchair Services Development Package-Basic in Sri Lanka (2014).
- **Local trainings:** Digital Communication (2016), Strategic Time Management (2013), Community Based Rehabilitation for persons with disabilities (2008), Project design budgeting & management (2005), Gender sensitization and TOT for Research Analyst and Lead Mentors (2003), Computer practical training & Presentation skills (2000).
- **In-Service Trainings:** Communication & Time management (2015-2016); Inclusive Education, Community Based Rehabilitation to Mid-level Rehab Workers (2008-2010); Local Governance (2004-2006).

EXPERIENCE

Government, Non-Government, Projects and Institutes

PROJECT & INFORMATION OFFICER

Nov 2015-Till Date

Organization: Paraplegic Center Peshawar

Reporting to: Dr. Syed Muhammad Ilyas (Chief Executive)

Funders: Govt of Khyber Pakhtunkhwa Pakistan & International Committee of Red Cross

Station: Peshawar

PERFORMED:

- ✓ Leading Assistive Technology subject to innovate existing setup, technology, products and staff skills.
- ✓ Identifying projects that address organizational needs as identified in the Paraplegic Act; evaluating existing project management practices, recommending improvements and developing reporting guidelines.

- ✓ Reviewing activities for compliance with organizational policies and procedures. Collaborating with CEO and BoG to highlight institutional needs; planning, proposal development and partnerships.
- ✓ Functioning as liaison to national and international organizations, service and subcontracting partners.
- ✓ Writing and editing reports, designing publications, developing website content, promoting institutional services through conferences, print, electronic, social and web media.

PROJECT MANAGER

Jul 2013-Oct 2015

Organization: Chal Foundation
Project: Wheelchair Service Development
Funders: Johanniter, Motivation UK & International Committee of Red Cross
Reporting to: Prof. Dr. Bakht Sarwar (Chief Executive)
Station: Islamabad, Peshawar, Swabi, Balakot, Swat, DIKhan, Muzaffarabad & Quetta

PERFORMED:

- ✓ Management and coordination of wheelchair project with donor (Johanniter), project partners (Motivation UK, ICRC) and service partners (Chal Foundation, Pakistan Institute of Prosthetic & Orthotic Sciences, Paraplegic Centre, Akbar Kare Institute, Muzaffarabad Physical Rehab Centre) for development and sustainability of wheelchair service in Pakistan especially through product familiarization, international and local trainings, formation of physical rehabilitation taskforce and awareness of appropriate wheelchair.

PROJECT MANAGER

Jan 2013-Jun 2013

Organization: Chal Foundation (Funder)
Project: Vocational Lab for Women with Spinal Cord Injury and Amputation
Reporting to: Prof. Dr. Bakht Sarwar (Chief Executive)
Station: Islamabad & Balakot

PERFORMED:

- ✓ Design, management and reporting of vocational project for women with spinal cord injury and amputation to enhance the skills of physically impaired women (SCIP and amputees) on vocational trade of garments making with theory and practice. Developed a book "Sunehery Haath" on fundamentals of dress making.

REPORTING OFFICER

Oct 2010-Dec 2012

Organization: Pakistan Institute of Prosthetic & Orthotic Sciences
Project: Training of Students & Establishment of Satellite & Mobile Rehab Structure in KPK & FATA
Funder: United States Agency for International Development
Reporting to: Prof. Dr. Bakht Sarwar (Chairman)
Station: Islamabad & Peshawar

PERFORMED:

- ✓ Set documentation priorities and reporting guidelines with the Office of Budget & Management in line with USAID's policies, pre-budget and expense working with Director Finance PIPOS to update Executive Committee (Chairman, Managing Director, Director Finance, Director Training and Director Rehab).

TRAINING COORDINATOR

Mar 2008-Sep 2010

Organization: Earthquake Relief & Reconstruction Authority, Islamabad, (ERRA), GoP
Project: Medical Rehabilitation of PWDs in Earthquake Affected Areas
Funder: World Health Organization
Reporting to: Dr. Jehanzeb Aurakzai (Project Director) & Dr. Maryam Mallick (Technical Advisor WHO)
Station: Bagh, Muzaffarabad (AJK) and Islamabad

PERFORMED:

- ✓ Additional duties: District Programme Manager, CBR Officer/Accounts Officer, Information Officer.
- ✓ Implementation of Institutional Based Rehab (IBR) & Community Based Rehab Model (CBR) i.e. Health, Inclusive Education, Livelihood, Social Inclusion & Empowerment.
- ✓ Managed district level programme with provincial quarter (Muzaffarabad) and Central Management Unit (Islamabad); training (officers, staff and beneficiaries); medical camps for provision of assistive devices (physical, hearing and visual aids); meetings, awareness workshops and media campaigns; database of 8000 person with disabilities; proposal and reports; and formation of Disable People organizations.

AWARD& APPRECIATIONS:

- ✓ **Awards:** "Certificate of Merit" by Deputy Chairman ERRA, Let Gen. Sajjad Akram

PROJECT ASSISTANT

May 2007-Jan 2008

Organization: Dosti Welfare Organization**Station:** Mansehra**PERFORMED:**

- ✓ Served as **Functional staff** providing support in establishing and implementing programme policies and procedures. Developed plans, maintained office records and facilitated Accounts Officer in project disbursements. Coordinated meetings to correspond with field offices.

SENIOR AUDITOR

Jun 2002-May 2007

Organizations: Accountant General Pakistan Revenue | Accountant General NWFP**Station:** Islamabad, Peshawar**PERFORMED:**

- ✓ Conducted quarterly audit of works expenditure and observed expenditure variances; Maintained employee's service files, monthly GPF subscriptions, loans and recoveries; performed monthly reconciliation of provincial & district accounts.

CONSULTANCIES

Gender, Child Education, Disability, Institutional development

TESTER & EVALUATOR

2016

Leadership, Management & Governance Project, Management Sciences for Health USA

- Review and suggest changes to the Urdu translation of wheelchair provision basic level knowledge and skills test in Urdu for technical accuracy against English version.

PRINCIPAL TRAINER

2015

Wheelchair Service Development, Chal Foundation Swabi

- Introductory workshop on Wheelchair Service for Basic & Intermediate level.

CO-TRAINER

2014

Training to 150 professionals in KP, Pakistan Institute of Prosthetic & Orthotic Sciences Peshawar

- Working in Multidisciplinary team, Team Management, Quality check & assurance & ISO 9001-2008.

EVALUATOR

2011

Training & Education, Children Amputee Rehabilitation Programme (C-ARP) Islamabad

- Services audit of mobility, education, social and livelihood components.

CO-TRAINER

2006

Women Political School Project (WPSP), Ministry of Women Development, Islamabad & UNDP

- 4-day training to Women Councillors on the modules of Gender sensitivity, Constituency Servicing, Advocacy, Budgeting, Executive & Legislative Relations Management.

CO-TRAINER

2003

Women Political Participation Project (W3P), Ministry of Women Dev & Social Welfare, Islamabad & UNDP

- 3-day training to Women Councillors on the modules of Gender sensitivity, Constituency Servicing, Advocacy, Budgeting, Executive & Legislative Relations Management.

SKILLS

Information Tech & Language

- **Computer:** MS Office Package, Adobe Photoshop CX6, Corel Draw C5, In page, Web Page Control Panel
- **Language:** 4/5 level in Reading, Writing, Listening, Speaking of English and Urdu

REFERENCES

Govt, Non-Govt & Corporate

NAME	DESIGNATION	ORGANIZATION	TEL (OFFICE)	MOBILE/EMAIL
Zia ur Rehman	Chairman	Paraplegic Center Peshawar	091-9217900	03005948890
Syed Muhammad Ilyas	Chief Executive	Paraplegic Center Peshawar	091-9217900	03018848845
Dr Bakht Sarwar	Chief Executive	Chal Foundation Islamabad	051-2801106	03005949952
Prof. Dr. Tahir Mansoori	Director General	Shariah Academy, Islamabad	051-9260241	03055550099
Prof. Rafique Tahir	Joint Secretary	Ministry of CADD, Islamabad	051-9208278	03335152890
Brig. Shafqat Mehmood	Executive Director	PAIMAN Trust, Islamabad	051-2506521	03008566922