

Mir Asghar Ali Khan

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SYNOPSIS

I am a research administration and business graduate with a flair for creativity, continuous improvement, sustainable growth, and high professional integrity, aspiring to create value in every endeavor that I make. With a cumulative and diverse corporate experience of 19 years, with 12 years specifically in Sponsored Research Administration & Grants Management, I envision to become a highly contributing member of the team I work with.

PROFESSIONAL EXPERIENCE

Director, Research and Grants Administration, Centre of Excellence in Women and Child Health–
The Aga Khan University

Presently working with the Centre of Excellence in Women and Child Health, AKU (Mar 25, 2019 to date)

- Leading the research administration team of the Centre of Excellence in Women and Child Health for all grants management functions including but not limited to Pre-award as well as Post-award Research Administration of an Extramurally-funded Grant Portfolio comprising of over US \$ 80 Million, 57 active projects;
- Strategizing resources for optimal utilization at pre and post award functions, ensuring greater investigator satisfaction, and better research compliance;
- Innovating efficient ways to synergize between strict grant submission deadlines and University protocols of financial, ethical, and grants policies;
- Reviewing and developing Centre's Research Administration and Compliance policies and standard operating procedures for achieving timely processing of work assignments to the team;
- Networking with leaders, within and outside of the University to ascertain performance gaps within the system and devising ways to overcome those;
- Responsible for strategic planning, translation of Centre's mission to goals and objectives, administrative, financial, and operational functions of the Centre which has over 1,000 staff working within, spread across various field sites of Pakistan (as of Feb 28, 2019);
- Responsible the complete Research Administration function, including pre-award, post-award, contracting, research operations, finances, recruitment and employee relations, procurement and logistics pertaining to Outreach and Research activities of the Centre. The Centre provides cross cutting research administration support to various departments of the University including, Paediatrics and Child Health, Obstetrics and Gynaecology, Medicine, Community Health Sciences, Biological and Biomedical Sciences, Section of Fetomaternal and others;
- Responsible for 17 community based field research sites spread across the Country with direct reporting of 22 staff;
- Responsible to ensure full adherence to institutional as well as funding agencies' policies pertaining to pre-award and post-award grants management;
- Responsible for strengthening professional networks with the current as well as prospective funding agencies, internationally as well as nationally;
- Assisting the Founding Director of the Centre in writing research proposals for various international and national donor agencies (Bill and Melinda Gates Foundation, USAID, NIH, UNICEF, World Health Organization, DFID, CIDA, European Union, John Snow Inc, Save the Children, World Food Programme, Grand Challenges Canada and others);
- Development, implementation and improvement of systems in all areas of operations by drafting / evaluating Standard Operating Procedures (SOPs);
- Identifying and disseminating prospective funding opportunities matching the University's research priorities;
- Preparing and negotiating awards and subawards with national and international funders / institutions / foundations etc;
- Responsible for conceptualizing and implementing eRA (Electronic Research Administration) across the whole University (underway)
- Training and conducting indoctrination for providing an enabling environment to the new staff;
- Conduct Management and Financial Audits at the field offices of Outreach and Research spread across Pakistan

Senior Manager, Research and Grants Administration, Division of Women and Child Health
The Aga Khan University

Presently working with the Division of Women and Child Health, AKU (July 1, 2013 till March 24, 2019)

- Responsible for Research Administration of Divisional Grant Portfolio comprising of over US \$ 40 Million, 38 active projects;
- Responsible for administrative, financial, and operational functions of the Division which has over 1,200 staff working within, spread across various field sites of Pakistan (as of Jan 31, 2019);
- Grants Management including pre-award, post-award, contracting, research operations, finances, recruitment and employee relations, procurement and logistics pertaining to Outreach and Research activities of the Division. The Division includes Department of Paediatrics and Child Health, Department of Obstetrics and Gynaecology, and a Section of Fetomaternal;
- Responsible for 14 community based field research sites spread across the Country with direct reporting of 12 staff;
- Monitoring and Controlling Project Timelines, Deliverables Schedules, Budgets, Financial Reporting, Staffing and Resource Mobilization, with the coordination of the principal investigators;
- Planning and Monitoring of Field Activities pertaining to research projects;
- Development, implementation and improvement of systems in all areas of operations by drafting / evaluating Standard Operating Procedures (SOPs);
- Training and conducting indoctrination for providing an enabling environment to the new staff;
- Conduct Management and Financial Audits at the field offices of Outreach and Research spread across Pakistan

Manager, Research and Grants Administration, Department of Paediatrics and Child Health – Aga Khan University (November 20, 2003 to June 30, 2013)

- Managing Outreach and Research Projects for the Department that involves all operational aspects of the projects;
- Developing and maintaining active liaison with the granting agencies including reports, meetings and various discussions on ensuring that the project deliverables are achieved timely;
- Developing and Managing capacities at the Department for more efficient Research Administration;
- Managed 18 research grants from 9 different granting agencies;
- Financial and Management Audits at the fields sites (Khairpur, Dadu, Naushero Feroze, Sukkur, Matiari, Hala, P D Khan)

Assistant Manager Conference Secretariat – Aga Khan University (June 9, 2003 to November 19, 2006)

- Reporting to the Faculty of Health Sciences Administration, prime responsibilities encompassed **Event and Promotion Planning**, Market Surveys and Analysis, Pre-event Budgeting & Post-event Costing and Financial analysis, Promotion Planning, Event Conceptualization, Production and Execution of various University-wide, indoor and outdoor events throughout Pakistan, outsourcing various services, physical arrangement requirements, and negotiating with vendors. Led a team of competent people in my department;
- Additionally I was also the Training Coordinator for FHS Administration and Conference Secretariat, for which I regularly meet staff and supervisors, assess their current and required competency levels, plan for their training in order of priority and in lieu of their schedules, coordinate with Training and Organizational Development Department for timely implementation of trainings and post-training evaluations.

Asst. Manager Marketing & Corporate Solutions –eWorld Internet Services

Rendered services to the above-mentioned ISP (Internet Service Provider) from June 2001-May 2003

- Head of Marketing & Corporate Solutions Department. Devised Sales Strategies and programs to effectively meet monthly / quarterly sales targets;
- Preparing and executing quarterly Marketing & Communication Plans for the brand;
- Conceptualizing, and developing Communication material like flyers, posters, POS material, Website Pop-ups, Direct eMail messages, Direct Mail Shots, and brochures for the brand, eWorld;
- Coordinating and finalizing activities with suppliers like, Advertising Agencies, Offset printers, Digital Printers, and Outdoor Hoarding suppliers;
- Involved in the Strategic Formulation of the Brand Promotion Activities like Joint Promotions, Co-branding etc.;
- Planning and executing Promotional events for the company like seminars and display activities;
- Recruiting and Selecting required personnel for Marketing as well as other departments.

Client Service Executive (Account Executive) – Big Bang Communications (Pvt.) Ltd.

Worked with the above-mentioned advertising agency from May 1999 to November 2000

- Project Manager for 2nd Pakistan Tea Convention held in year 2000 at Karachi. Planning & execution of the entire event with special focus on designing and printing material for the conference. Besides, main event activities, security arrangements, hall layout, arrangement of various equipment, delegate registration process and video recording / editing were all planned and executed by me and my team. Worked in coordination with Mr. Aftab F Tapal, Managing Director Tapal Tea (Pvt) Ltd., Mr Asghar Ali (Tea Manager, Lipton), Mr Hanif Janoo, Chairman Pakistan Tea Association and other eminent professionals.
- Managed the ad. account of **COMPAQ computers**, developed promotional strategies and creatives for its range of brands and products, using IMC tools (Integrated Marketing Communication) in organizing small and large-scale seminars, technology fairs and media get-togethers.
- Ensuring appropriate market presence of **Maersk Sealand**, the largest container shipping company of the world by developing media, outdoor and other promotional strategies.
- Actively involved in the managing of the following other events:
 - Toshiba Bomba Music – Television Program during Mar.~Jul. 2000 – As Program Coordinator
 - Pakistan Advertisers Society AGM / Function 2000, May 2000 – As Event Facilitator

PROJECT AND GRANTS MANAGEMENT

Have been actively involved in research projects and grant management of following **selected** projects:

- Supporting Women and Girls: Evidence based scale up project – funded by Bill and Melinda Gates Foundation – US \$ 25 Million
- Pakistan National Nutrition Survey 2019 – funded by UKAID and UNICEF through Ministry of Health – US \$ 6.5 Million
- Demonstration of effectiveness of Injectable Polio Vaccine versus Oral Polio Vaccine in Pakistan - funded by Bill and Melinda Gates Foundation – US \$ 12 Million
- Effectiveness trial of Pneumococcal Vaccine – funded by GAVI (Global Alliance for Vaccines and Immunization) – US \$5.7 Million
- Environmental Enteropathy for Biomarkers – Funded by Bill and Melinda Gates Foundation – US \$ 5.1 Million
- Third party verification immunization survey – Funded by World Bank and Bill and Melinda Gates Foundation – US \$ 6.5 Million
- CLIP Trial – Funded by University of British Columbia, Canada – CAD 2.9 Million
- Etiology, risk factors and interactions of enteric infections, malnutrition and consequences for child health and development – Funded by Foundation of NIH, USA with Mal-ED Consortium – US \$ 2.2 Million
- Aetiology of neonatal infections in Pakistan – Funded by Bill and Melinda Gates Foundation through Child Health Research Foundation, Bangladesh – US \$ 4 Million
- The Development, Implementation and Evaluation of an Evidence-Based Essential Package of Early Child Development and Family Services in 10 Districts of Rwanda – funded by UNICEF Rwanda – US \$ 0.2 Million
- Evaluation of Effectiveness of food based interventions to prevent stunting among 6 to 23 months children in Thatta District – funded by World Food Programme – US \$ 0.6 Million
- The functional classification of abnormal fetal and neonatal growth phenotypes – funded by University of Oxford – US \$ 0.46 Million
- Using on-going newborn intervention trials to obtain additional data critical to maternal, fetal and newborn in a harmonized way – funded by World Health Organization through a grant from Bill and Melinda Gates Foundation – US \$ 1.1 Million
- Child Health Research and Training Programme – funded by National Institutes of Health, USA – US \$ 0.5 Million

VOLUNTEER WORK

Member of the Board of Trustees for Vital Pakistan Trust. Chair of the Finance Sub-committee of the Vital Pakistan Trust. <https://www.vitalpakistan.org.pk/>

Member of the Financial Management Working Group at the Society of Research Administrators International. I have been a regular speaker on various research administration and management topics at the Society of Research Administrators International (www.srainternational.org) USA on voluntary basis.

Rendering Voluntary services towards the Institute for Global Health and Development, AKU.

Has been a Co-Chair of the Promotions and Publicity Committee of the Working Group for Women (WGW) at AKU.

Have also undertaken few courses for AKU-CHS for its Masters Programme voluntarily.

EDUCATIONAL

Master of Research Administration (MRA)	Summer 2016, University of Central Florida (UCF), USA. CGPA 3.88/4.0
Master of Business Administration	December 2002, Iqra University, CGPA 3.68/4.0 Secured First Class First Position (Gold Medalist) Specialization in Marketing
Bachelor of Business Administration	December 1998, from Commecs Institute of Business Education in affiliation with Institute of Business Administration (IBA) Karachi. CGPA 3.29 / 4.0
Higher Secondary Certificate (Pre-Medical)	1995, from Adamjee Science College, Karachi. First Division

AWARDS & ACHIEVEMENTS

- **Alumni Achievement Award** in Research Administration by the University of Central Florida, USA for outstanding alumnus advancing the field of research administration through voluntary work across the globe;
- Honorary Faculty with the Financial Management Group of the Society of Research Administrators International, USA
- First class first position in MBA

INTERNATIONAL /NATIONAL COURSES & WORKSHOPS

Data Policy and Procedures	April 2020. Completed the said Certificate by the Global Data and Analytics Office of the AKU
Certificate Course in Clinical Trials (101)	October 2015. Attended a certificate course on Clinical Trials Management (CT 101) by Society of Research Administrators International in Las Vegas, USA.
Certificate Course in Grantsmanship	October 2014. Attended a certificate course on Research Grantsmanship by Society of Research Administrators International in San Diego, USA
Certificate Course in Research Law	October 2013. Attended a certificate course on Research Administration by Society of Research Administrators International in New Orleans, USA
Certificate Course in Research Administration and Management	March 2012. Attended a certificate course on Research Administration by Society of Research Administrators International in San Francisco, USA
Executive Course in Event Management	October 2006. Attended 4-day executive course in Events Management by Australian Center for Events Management (ACEM), University of Technology, Sydney, Australia, conducted at Taylor's Schools of Hospitality and Tourism, Malaysia

Performance Appraisals	Conducted by Professional Development Centre, AKU
Gender Awareness Workshop	Conducted by Working Group for Women Society, AKU
SPSS – an introduction	Conducted by Training Dept, AKU
Proposals that Win	Proposal writing workshop conducted by NGORC, Aga Khan Foundation, Karachi.
ASP-LUMS Course Development Workshop	A Workshop to identify learning needs in the area of research administration and project held at LUMS, Lahore in Dec 2011.
Emerging Important of Intellectual Property Rights	A Seminar organized by Pakistan Scientific and Technology Information Center (PASTIC) and AKU.

PUBLICATIONS

Preference of mixed gender seating over same sex seating by staff working in a private sector organization (2010, Abstract Book, Health Sciences Research Assembly 2010, Aga Khan University, Karachi, Pakistan)

Transparent Rewards System and its perceived impact on motivation (2010). M. Phil thesis. Study has been submitted for approval to various publications (approval awaited).

TRAVEL

Holds immense interest in travelling and exploring various locations around the world. Have travelled to United States of America, United Kingdom, United Arab Emirates, Canada, Turkey, Thailand, Malaysia, Uganda, Sri Lanka, Tanzania, Ghana and Maldives.

PROFESSIONAL SKILLS & COMPETENCIES

- The Go-Getter attitude and ability to work under pressure;
- Positive attitude towards life, family, work, and colleagues;
- Excellent presentation, coaching and interpersonal Skills;
- Strong negotiation and organization skills backed by extensive experience of dealing at national and international levels;
- Strong communication, financial & analytical Skills along with inborn resilience;

AVOCATIONS

- Music, Swimming and playing squash
- Socializing

PERSONAL

Father's Name	-	Mir Najaf Ali Khan
Date of Birth	-	April 16, 1977
NIC #	-	42201-0764139-9
Marital Status	-	Married with three daughters
Linguistics	-	English and Urdu {Proficient in all aspects} Punjabi (intermediate level) Sindhi (beginner level)

REFERENCES

Will be pleased to furnish references as and when required.