

SAHER UMBREEN

Address: Address: Gulshan Maher colony zakria town Tehsil & District

Multan Contact: 03012048811

Email: Saherambreen70@gmail.com

Professional Summary: Social Development expert Trainer, and Coordinator with thorough understanding of social sector and social work. 6 years hands on experience in social sector coupled with Master trainer conducting training Data compiling composing and report work. Focus on professional development and its application to development sector to obtain satisfying and promising position with a looking forward organization that can offer a challenge, share my knowledge and my abilities in aspects you required.

Trainings Conducted

- 3 days training on Stakeholder engagement and Advocacy skills deliver to 400 Participant's FDO CSO BRIDGE project.
- 5 days training on Project cycle management deliver to 400 Participant's FDO CSO BRIDGE project.
- 3 days training on Laws and Rules for CSOs (Record keeping, Organizational Policies ,Bylaws ,Role and responsibilities) FDO CSO BRIDGE project.
- HR, Finance, Procurement 3 days training deliver to 400 Participant's FDO CSO BRIDGE project.
- Gate-keeper-Community Training (FDO & Doaba Foundation) 7 union council of Tehsil Jatoi & Tehsil Ali pur Project BDRP Phase 2.
- Village Disaster Management Committee Training (VDMC) (FDO & Doaba Foundation) Total 70 villages of 7 union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.
- Community Management skills Training (FDO & Doaba Foundation) union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2
- Health & Hygiene Sessions (Lodhran Pilot Project Muzaffargarh).
- Post Disaster Damage and Needs Assessment Training of officials (FDO & Doaba Foundation) 7 union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.
- Project Design Training of Union council Disaster management committee (UCDMC).
- Training of conflict resolution, linkages, networking role and responsibilities of UCDMC. (FDO & Doaba Foundation) 7 union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.
- Health Facility Emergency Preparedness for Response and Risk Reduction Training Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.
- Refresher Training of VDMC (FDO & Doaba Foundation) 7 union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.
- COVID-19 Response SOP's briefing & Caution and rescue Training (VDMC) (FDO & Doaba Foundation) Total 70 villages of 7 union council of Tehsil Jatoi & Tehsil Ali pur project BDRP Phase 2.

Professional Experience

Services and Support Consultants (SMC-Pvt)

Limited Training Officer

Duration: December 2021 to

October 2022

Project Name;

Civil Society Organizations Building

Resilience through Improved Delivery,

Governance and Empowerment (CSO-BRIDGE)

. Roles and Responsibilities;

- Conduct capacity building training Undertake training need assessment of CSO members and other stakeholders.
- Design training material/manuals and conduct trainings in close coordination of MT.
- Facilitated & Conduct Training session.
- Design and implement training follow up mechanism and ensure need-based support and guideline to CSO members, beneficiaries.
- Ensure timely provision of CSO members supplies as per the project mandate.
- Reports writing according to the project and donor Requirements.
- Produce success stories/case studies and share with communication section through concerned supervisor and partner FDO.
- Orient the concerned beneficiaries on project goal, objectives and target
- Maintain updated record of concerned activities.
- Taking trainees attendance, Consent for picture, facilitate during group work.
- Collect pre posttest and Evaluations of each Session of training.
- Maintained 400 participant's database.
- Maintain close coordination with Master Trainer and supervisor Working Groups by attending meetings, sharing progress and information through concerned supervisor and as per policies and procedures.
- Contribute in short/long term plans, conducting need assessments and developing concept notes.
- Submit monthly, weekly and daily work plan to the concern supervisor on regular basis.
- Submit monthly, weekly and daily Report to the concern supervisor on regular basis.

Brainbox Consultants

(Intelligence, innovation, integrity)

Field Researcher

Duration: December 2021 to

December 2021

Project Name;

Civil Society Organizations Building Resilience through Improved Delivery, Governance and Empowerment (CSO-BRIDGE)

• Roles and Responsibilities;

Communicate with 20 CSOs and arrange meetings with CSOs.

- Conducting of the following data through tools
- Focus Group discussion (FGDs)
- In depth interviews (IDIs)
- Key Informative Interviews (KIIs)
- Develop transcript of FDGs, IDIs and KIIs with in same day.

Perfect Engineering Management Consultancy

Field Monitor in Muzaffargarh

October, 5 2020 to October, 25 2020

Role and responsibilities;

- Conducted Quality Assurance Study of disaster resilient infrastructure and community level disaster

resilient forums/structures.

- Collected social and technical data through questionnaires from stakeholder government departments and communities.
- Visited different project sites and collected relevant data for quality assurance study.
- Conducted meetings with Community based disaster resilient forums i.e. UCDC, VDMCs.

Saiban kisan Society

Field officer

Duration; October 2021 to November 2021

Project Name;

Enhance Access to drinking water with the dignity of marginalized families' through the installation of household hand pumps

Role and responsibilities;

- Formation of VDC Structures (12 VDCs and 2 UCDCs).
 - Conduct community level meeting with VDC members.
 - In this time period conduct 48 Wash & hygiene session to (12 Village development committee).
 - Conduct 48 Kitchen garden sessions on seasonal vegetables and also make 12 model kitchen garden plots in Ahmad pur siyal JHANG.
 - Monitor all the project activities being carried out by the VDC members and will reflect them in their daily reports which will be submitted to Monitoring Officer and Project Manager.
 - Acting as bridge between community members and the project staff such as Agriculture Officer and Project Manager.
 - Collect data as required by the program as per formats being issued to them from time to time by the management staff.
 - Build close partnership with the target communities through regular meetings with them on appropriate intervals.

Services and Support Consultants (Pvt) Limited

Training Officer

Duration: June 2021 to September, 2021.

Project Name;

“Sustainability Phase of Building Disaster Resilience in Pakistan (BDRP) in 08 union councils of Tehsil Kot Adu and Jatoi, District Muzaffargarh

Roles and Responsibilities;

- Conduct capacity building training .
- Undertake training need assessment of VDMC /UCRF members and other stakeholders.
- Design training material/manuals and conduct trainings in close coordination of MT.
- Design and implement training follow up mechanism and ensure need-based support and guideline to vdmc members, beneficiaries.
- Ensure timely provision of VDMC members supplies as per the project mandate.
- Reports writing according to the project and donor requirements.
- Produce success stories/case studies and share with communication section through concerned supervisor.
- Orient the concerned beneficiaries on project goal, objectives and target.
- Maintain updated record of concerned activities.
- Maintain close coordination with Master Trainer and supervisor Working Groups by attending meetings, sharing progress and information through concerned supervisor and as per policies and

procedures.

- Contribute in short/long term plans, conducting need assessments and developing concept notes.
- Submit monthly, weekly and daily work plan to the concern supervisor on regular basis.

IMPROVED RESILIENCE THROUGH FOOD AND + NUTRITION SECURITY (IRFNS) - LANN APPROACH

Baseline Survey / Muzaffrahgarh

Work with FDO Team as Data Enumerator

Duration: March 2021 Roles

and Responsibilities;

- Demographic data collection from the project sites
- Conducted household data/livelihood data through questionnaires
- Data management, analysis, and reporting to field supervisor
- Completed other tasks assigned by Field Supervisor
- Conducting of the following data through tools
- Focus Group discussion (FGDs)

Services and Support Consultants (Pvt) Limited

Training Officer

Duration: December 2018 to Aug, 2020. .

**Project Name; BUILDING DISASTER
RESILIENCE PROGRAM PHASE II**

Roles and Responsibilities;

- Undertake training need assessment of VDMC members and other stakeholders.
- Conduct capacity building training Design training material/manuals and conduct trainings in close coordination of MT.
- Design and implement training follow up mechanism and ensure need-based support and guideline to vdmc members, beneficiaries.
- Ensure timely provision of VDMC members supplies as per the project mandate.
- Reports writing according to the project and donor requirements.
- Produce success stories/case studies and share with communication section through concerned supervisor.
- Orient the concerned beneficiaries on project goal, objectives and target.
- Maintain updated record of concerned activities.
- Maintain close coordination with Master Trainer and supervisor Working Groups by attending meetings, sharing progress and information through concerned supervisor and as per policies and procedures.
- Contribute in short/long term plans, conducting need assessments and developing concept notes.
- Submit monthly, weekly and daily work plan to the concern supervisor on regular basis.

WHH Funded Baseline Survey /BDRP Muzaffrahgarh Data

Enumerator

Duration: April-May 2019

Roles and Responsibilities;

- Demographic data collection from the project sites
- Conducted household data/livelihood data through questionnaires
- Data management, analysis, and reporting to field supervisor
- Completed other tasks assigned by Field Supervisor

Lodhran Pilot Project

Community Mobilizer

From: October 01, 2017–June 30, 2018

Responsibilities:

- Monitor all the project activities being carried out by the VC members and will reflect them in their daily reports which will be submitted to Monitoring Officer and Project Manager Food Security.
- Acting as bridge between community members and the project staff such as Agriculture Officer and Project Manager.
- Collect data as required by the program as per formats being issued to them from time to time by the management staff.
- Build close partnership with the target communities through regular meetings with them on appropriate intervals.

- Informing community regarding the HAP and complaint handling mechanism in detail and will facilitate the fixation of the Complaint Box at some suitable site in UC as per consultation with the VC members at UC level.
- Facilitated the community in the nomination of the VC members for any training and reach those lists to the management staff
- Facilitated the community to pass their complaints to the management staff in a transparent manner.
- Participated in weekly meetings of Food Security team to discuss work plan and work related issues.
- Provided regular monthly reports to MO/PM.
- Performed all additional duties assigned by supervisors

Education:

Degree/Certificate	Year of Passing	Board/University
M.A Urdu	2022	B.Z.U. Multan
B.sc	2018	B.Z.U. Multan
ICS	2013	B.I.S.E D.G. Khan.
Matriculation	2010	B.I.S.E D.G. Khan.

Additional Courses

- 6 Months course of mechanics Embroidery.
- 6 Months course for Computer Applications.
- M.S Office
- Oriented Training Workshop (OTW) of 'Social Mobilization' Project in Multan.
- Excel analytics short course one month training in Multan
- Report writing 7 days' workshop

References will be provided on demand.