

MUHAMMAD SHAREEF

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Present Address: Lane A Street No# 07 House No#5 near HBS Dental
College Tarlai Kalan Islamabad

Permanent Address: P/O Rasheed Pur Tehsil 18-Hazri District Jhang



Personal Profile:

A dynamic, well-organized, creative, hardworking and experienced in the field of Research Methodology. To use my knowledge, skills and expertise in order to achieve my maximum objectives. As a career-oriented individual, I believe in objective and positive work for the sake to bring good name to my organization and become a productive part of the society.

Work Experience:

Project Associate (Mobilization)

**Health and Nutrition Development Society
(HANDS Pakistan)**

(From 1-February to 31 October 2021)

I have worked in a project as a Project Associate in HANDS Pakistan under **SAFE – ROW Project** Jhang.

Job Descriptions:

- Completed initial survey villages (Village Profiles) first contact meeting with notables of villages.
- Formation of community support group/CBOs.
- Overall responsible for coordination for influencing with government line department at project intervention areas of assigned location of district Jhang.
- Conducted meeting with existing, community based organization and youth group for planning and implementation of awareness raising campaign in targeted areas/location.

- Organized meetings/ sessions with Masjid Paish Imam across the project intervention.
- Organized review meeting with partner communities to ensure the achievements and prepare strategies
- Assisted project coordinator in preparing monthly plans.
- Prepared of monthly and weekly implementations plan

District Coordination

Gender & Development Foundation Jhang

(September 2020 to November 2020)

I have worked as District coordination and Monitoring Officer in Gender and Development foundation Jhang under British Council project, **Take a Child in Schools(TACS)** in different government schools;

Job Descriptions:

- Ensured team Management
- Crossed verified new Enrollment of children's Verification
- Verified retention of school children's
- Verified School Records as per enrolment and retention lists (cross verification)

Tehsil Coordination

Gender & Development Foundation Jhang

(From November 2019 to April 2020)

I have worked as Tehsil coordination and Monitoring Officer in Gender and Development foundation Jhang under British Council project, **Take a Child in Schools(TACS)** in different government schools;

Job Descriptions:

- Completed field volunteers Verification
- Verified new Enrollment of children's Verification
- Verified retention of school children's

- Crossed verified school Records as per enrolment and retention lists (cross verification)
- Conducted interviews of community recourse persons and parents of students about schools education performance

Cluster Coordinator Akhuwat Foundation (Akhuwat Schools Projects)

(From 02 April 2018 to 31 October 2019)

I have done my job as a cluster coordinator in ASP (Akhuwat Schools Project):

Job Descriptions:

- I completed regular field supervision of schools to ensure administrative support to head teachers for School development in accordance with PSSP/Akhuwat policies and objectives.
- Facilitated teachers in ensuring community participation in school development process like improve basic facilities through various activities.
- Facilitated teachers in carrying out monthly / quarterly assessment of students on pre defined learning land marks/QAT.
- Ensured preparation and implementation of school /education development plan.
- Ensured record keeping and documentation of students and teachers as per SIS and TIS at school and office level
- Organized meeting with school support group (SSG) for the development of schools/ education level
- Prepared and submitted of consolidated monthly progress report of PSSP with his /her result oriented analysis and recommendations to district office.
- Organized monthly meeting with Focal Teachers regarding schools and community related issues.

Assistant of ES Manager (Education Services Manager) (Association for Academics Quality (AFAQ) Pvt Ltd)

(From June 2016 to 28th April 2017)

Job Description:

I have worked as an assistant ES Manager (Education Sector) in different districts of Kashmir through Rawalpindi office of AFAQ Pvt Ltd and also worked as,

Education Pre-Audit (EPA) different school of Kashmir region

- Report writing on EPA data (Class Observation, School Ecology, Interview with principal, Vice principal, Students and parents about school performance)etc.
- Checked overall school performance
- Data entered in (MS Excel)

Major Projects Completed:

I have done my job as enumerator and team leader to the completion of a SQUEAC (Semi-Quantitative Evaluation of Access and Coverage) survey in Umerkot Sindh (15Days) through Momentum Ventures PVT Limited funded by Concern Worldwide.

Job Description:

- Translated CMAM tools (questionnaire) in Urdu
- Collected data (qualitative and Quantitative) through different kinds of tools
- Conducted FDG,s and In-depth interviews (different UC,s & villages of Umerkot)
- Data entered (X-mind software)

Participation & Training:

- Participated 3 days training and worked as a facilitator with master trainer on TB (Tuberculosis) free Pakistan organized by Azan Skills Development pvt Ltd at Islamabad
- Completed 3 days training on “Open Defecation Free (ODF)” Wash Project by Muslim Aid Pakistan.
- Completed 3 days Training on “Art of Social Mobilization” The Ngo world Office (TNW) at Islamabad
- Worked as a volunteer and participated in two times “The World NGO Day” organized by The NGO World(February 27, 2015-16)
- Worked as a volunteer and participate in a training “People’s Soft Skills” on the platform of Institute of NGO Leadership & Management(INGOLAM) organized by The NGO World.(Islamabad)

Education:

MS/M.phil (Sociology)

International Islamic University Islamabad (2018)

CGPA:3.5/4.00

M.Sc (Sociology)

University of Sargodha (2014)

CGPA: 3.02/4.00

Computer Skills:

MS Office, SPSS, Internet and Email services, X-Mind Software

Hobbies:

Traveling, Enjoying Nature, Social Work in Community, Gardening, Attending Seminars

Domicile: District Jhang (Punjab)

Languages:

English, Urdu & Punjabi

References:

Zahid Mehmood

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