

## **SAHER UMBREEN**

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**Professional Summary:** Trainer, Social Development expert 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. 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.

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### **Trainings Conducted**

- 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**

#### **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. UCDMC, VDMCs

## **Services and Support Consultants (Pvt) Limited**

### **Training Officer**

**Duration: December 2018 to Aug, 2020.**

#### **Roles and Responsibilities;**

- Undertake training need assessment of VDMC 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.

## **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:**

<b>Degree/Certificate</b>	<b>Year of Passing</b>	<b>Board/University</b>
M.A Urdu	2021	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.

**References will be provided on demand.**