# aee45d_1269546_4304737 (2).jpgSHEERAZ AHMED MEMON

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**PROFESSIONAL SUMMARY:**

Program officer having experience in the field of program management with proficiency in data analysis. Worked at Sindh Education Foundation, a leading semi-government organization functioning for the betterment of education designed for underprivileged children, adolescents, and adults living in remote & deprived areas having no access to quality education in province Sindh, Pakistan.

I’m always ready to work in challenging conditions to polish my skills and prove myself a productive individual for my organization. Commitment and dedication always placed me in front line of performance. I have acquired Bachelor of Engineering (B.E.) Degree in Electrical Engineering from Quaid-e-Awam University of Engineering, Science and Technology (QUEST) Nawabshah and experience in Program Management and Data Management.

**CAREER HISTORY:**

Designation : Junior Officer- Programs

Organization : Sindh Education Foundation (GoS)

Department : Programs and Planning

Location : Shikarpur, Sindh, Pakistan

Duration : 24 April 2018 to 10 September 2022

## Responsibilities

* Provide guidance and maintain frequent communications with program partners.
* Assist the program management in which field observation & data collection tools are developed and data is collected during field visits.
* Assist in budget preparation and expense management activities for programs.
* Plan and execute program activities in timely and accurate manner.
* Conduct program reviews and prepare reports for management.
* Prepare meeting agenda, organize meetings and distribute minutes.
* Manage and monitor grants and prepare funding reports.
* Analyze and troubleshoot program challenges.
* Develop best practices to improve overall program performance.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- |
| Degree | CGPA / % / Grade | University/College/School | Graduation Date |
| Master of Engineering (M.E.)(Electrical Engineering) | 3.4 CGPA | Sukkur IBA University | Oct 2022 |
| Bachelor of Engineering (B.E.)(Electrical Engineering) | 3.79 CGPA / 86.61% | Quaid-e-Awam University of Engineering, Science & Technology, Nawabshah | 19th June 2017 |
| HSSC (Intermediate) | 71 % / A Grade | B.I.S.E Larkana | 31st August 2012 |
| SSC (Matriculation) | 81% / A-1 Grade | B.I.S.E Larkana | 13th July 2010 |

**IT SKILLS:**

* ANSYS Electronics (Maxwell CAD and FEA)
* MATLAB
* Python programming
* Research and Citation tools ( Zotero, Endnote and mendeley)
* Microsoft Office 365
* MS Excel Data Cleaning, consolidation and summary preparation via pivot tables
* MS Power BI (Data cleaning and presentation)
* Adobe PDF and file converters

**SOFT SKILLS:**

* Punctual and adaptable
* Love to work in a team
* Oral and written communication
* Time Management
* Work under stress

**TRAININGS / WORKSHOPS:**

* One day Workshop on Personal Effectiveness organized by Sukkur IBA university (April-13, 2019)
* 1 Month Internship at Jamshoro Thermal Power plant (2016)
* 1 Month Internship at Guddu Thermal Power Plant (2016)

**CERTIFICATES**:

* Diploma in Information Technology (2022)
* Microsoft Office Specialization (MOS) Word Certified (2018).
* Certificate in office automation course/information technology (2010)

**AWARDS:**

* Stood Second in class of Bachelor of Engineering (Shown in Transcript)
* Received 2nd position in Sukkur IBA Univeristy for presenting thesis topic in their SCONEST research paper competition.

**PUBLICATIONS:**

* Design and Analysis of Single Stack AFPM Machines with and without Air Gap between Rotor and MagneticPoles**(**<http://dx.doi.org/10.33317/ssurj.416>)

**LANGUAGE COMPETENCY:**

* English, Urdu and Sindhi.