

Syeda Raheela Dilshad
Current address: House#249 A Street No 10,
T&T ,F-17 2 Islamabad
Cell Phone: +92-304-6300029
Email: blackrose12141672@gmail.com

Professional Summary:-

A result oriented experienced professional having good educational background, valuable experience and expertise. Experience includes liaison with stakeholders (government and donors), project implementation & monitoring. Passionate about working in the social sector that puts greater impact on communities.

Professional Experiences:-

The Citizens Foundation (TCF) – (Government School

Program) Website: <https://www.tcf.org.pk/>

Position: District Area Manager

(Duration: April 2016 till Present)

Job Duties:



THE CITIZENS FOUNDATION

1. Partnership Management & Liaising

- Provide overall management and supervision in planning and implementing field activities in consultation with the Manager
- Close liaison with all principals for smoothening functioning of the area covering 28 schools Attock district of Punjab and Region office and Head office Karachi. Managing 29 schools including above 200 staff.
- In close cooperation with field team and government officers, identify and share new policies and procedures to create awareness of requirements among staff and support compliance.
- Communicate key information, decision, policies and events at regional and head office level.
- Managing Human Resource Area matters of Employees, complete hiring of staff at different level.
- Managing finance affairs of Area schools and Area vehicles

2. Program Implementation and Training

- Regular Visits to project area for monitoring and implementation of the program.
- Implementation of policies/SOP's across the board
- Provide support to the field team in the completion of program activities and be responsible for management and verification of programmatic and financial reporting (monthly/quarterly)of project
- Identify actions that can improve and streamline operations and make recommendations to management.
- Ensure all correspondence with the government is in line with TCF polices and record are retained in organized manner.
- Conduct and lead multiple Training session of large number of group person.

3. Monitoring and Reporting

- Review existing monitoring systems and identify gaps and propose modifications.
- Supervision of implementation of project activities to ensure that deadlines are met and activities taking place on time.
- Responsible for submitting quality field visit reports/analysis monthly to Project Manager including all Important issues/achievements that were observed/discussed during monthly monitoring visits so that timely action can be taken to address any urgent matter.

4. Preparation for meetings, reviews :-

- Organize & conduct Management Meetings.
- Responsible for arranging meetings, maintaining communication, and troubleshooting problems where Required with the area teams and departments as well as with the other stakeholders.
- Work closely with Project Manager for the preparation of assigned field targets, quarterly achievements and finalization of quarterly progress reports. Develop Area's strategic development plan annually.
- Ensure participation in monthly program review meetings (at regional level) and share monthly programmatic data with Project Manager

5. Provision of Technical support (Capacity building)

- Promoting Adult literacy program in the region. Established and manage 50 Adult Literacy centers in Area.
- Identify training needs of field teams and project staff and propose capacity building measures to improve

project performance.

- Assess knowledge and skills of project staff to identify strengths, weaknesses and gaps
- Support in designing training curriculum and conducting trainings at various levels to ensure quality.
- Contribute in brainstorming sessions for developing new ideas and capacity building of team.

Jauhar College of Education & Sports Sciences Jauharabad

Position: Computer Teacher

(Duration: Dec 2011-Oct 2016)



Job Duties:

- Responsible for instructing computer science to students at both high school and college levels.
- Guide and assist students in their entire learning experience, including welcoming them to the class, creating a curriculum and presenting all class information.
- Teach students about computer science, which is the study of how computer process and store information.
- complete many other general tasks as well, such as tracking attendance, assigning homework, grading assignments, giving feedback and communicating effectively with students at all levels of technological understanding.
- Ensure to complete other Task include holding office hours, ensuring that class materials are up to date, reviewing curriculum and demonstrating professionalism in dealing with others.

Qualifications:-

Virtual University Of Pakistan / MIT (Master of I.T)	2012-2016
Education University of Lahore / B.Ed.	2012-2012
The University of Punjab / B.Com	2009-2011
BISE Sargodha / ICS	2007- 2009
BISE Sargodha / Matric	2005-2007
Logix College Sargodha / IT OFFICE course (3 months)	

Proficiency and Skills

- Strong Interpersonal and communication skills
- Effective written skills including the ability to prepare reports, proposals, policies and procedures
- Proficient in use of important Microsoft Office tools i.e. Microsoft Word, Microsoft Excel, and Microsoft PowerPoint and SPSS
- Ability and willingness to work in a team oriented environment and achieve deadlines well before time.
- Ability to analyze trends, identify issues and develop a coherent strategy to address them
- Effective Leadership and resource management skills.

Expertise

- Proficient on Statistical data analysis
- Strategy planning & Implementation
- Excellent team player
- High Sense of Commitment
- Analytical & Problem Solving Skills
- Exceptional Communicator & Leader
- Positive thinker – Hard worker – Goal driven
- Perform efficiently under work pressure

Professional Achievements

- Principal Cash Award
- Excellent School Award 2017
- Gold /silver Medalist Student Awards
- TCT most improvement school Award
- TCT Alumni Award
- Above 90 % internal Audit

Professional Trainings. (TRAINING/SEMINARS/WORKSHOPS DETAIL)

<i>Sr. No.</i>	<i>Title</i>	<i>Organizer</i>	<i>Period From</i>	<i>Period To</i>	<i>City/Country</i>
1	Preset training(Principal)	TCF	25-04-2016	30-04-2016	Manshra
2	In service Teacher Training 2016	TCF	13-07-2016	26-07-2016	KHUSHAB
3	Middle Math training	TCF	08-07-2017	21-07-2017	KHUSHAB
4	Principal Academy 9	TCF	12-07-2018	21-07-2018	KHUSHAB
5	Conduct INSET training	TCF	27-06-2018	10-07-2018	KHUSHAB
6	Conduct Pedagogy training	TCF	06-08-2018	09-08-2018	KHUSHAB
7	Area MANAGER Training (brick by brick)	TCF	01-07-2019	12-07-2019	Lahore
8	Conduct training (2019 PSSP Training)	TCF	25-7-2019	31-7-2019	Attock
9	Education Leaders Summit 2020	TCF	24-2-2020	29-2-2020	Karachi
10	MGT Training	TCF	16-11-2020	18-11-2020	Lahore
11	Conduct MGT Training	TCF	16-12-2020	19-12-2020	Attock
12	The Train Brain (E-Courses)	IBA /CEE	02-01-2021	13-01-2021	ISLAMABAD

Reference. To be furnished on request