**Curriculum Vitae**

## Objective

Muhammad Mohsin Noor

To seek a career in an organization where my qualification and skills can be best and better utilized for the enhancement of my career as well as to achieve the organizational goals/objectives in a competitive environment.

### PERSONAL PROFILE

Father’s Name: Noor Muhammad

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**Educational Qualification:**

* **M.Phil. Sociology** from university of Sargodha, Sargodha (2015-2017).
* **BS (Hons) in Sociology** University of Sargodha, Sargodha. (2015)

**Fellowship:**

Atlas corps Virtual Leadership Fellow- 2023

**Summary of Qualification**:

* Strong case management skills ensuring confidentiality and accuracy
* Experience in developing and implementing programs according to the project needs
* Strong leadership, team worker and interpersonal skills required in daily contact with staff, clients and community leaders
* Ability to work both independently and cooperatively within a team
* Demonstrated understanding and sensitivity to diversity issues
* Extensive experience and knowledge of Social Research and data collection
* Excellent organizational and communication skills
* Excellent problem solving skills
* Proficiency with MS Word, In page and Statistical Package for Social Sciences (SPSS)
* Multilingual, fluent in local languages, can speak English, Urdu, and Punjabi languages fluently.

# Work Experience:

1. Working as Program Associate (M&E and Data Management) in Sanjh Preet Organization from sep 2022 to till date.

Jds

* + Reporting of the Emergency projects (Weekly, Monthly, Annually)
  + Data Management through Internal Progress Tracking
  + Provide coordination and administrative assistance in general project implementation and management including drafting correspondence, taking of minutes, processing of government clearances, making travel arrangements and related tasks.
  + Execution of Emergency Flood relief activities with Children, in child friendly spaces of UNICEF
  + Child protection Data Management and Reporting
  + Tracking Birth Registration
  + Data Management and Progress on Out of school children enrollment
  + Monitoring and Reporting on Protection from Sexual Exploitation and Abuse (PSEA)
  + Child safeguarding and awareness sessions with community
  + Psycho-social support to children in children friendly spaces of UNICEF
  + Liaise with Social welfare department
  + Liaise with UNICEF on day-to-day implementation of project activities;
  + Liaise with UNICEF and District Government Office on administrative matters and ensure that all administrative transactions are properly carried out according to the requirements of UNICEF and Social welfare;
  + Provide support on logistics and activity arrangement for the project including participate in the project activities when needed;
  + Assist in preparing meeting documents, project reports, and update projects files; and
  + Perform other duties as determined by the Project Director and Project Manager.
  + Weekly and monthly workplan making for project activities conduction.
  + Assisst team in training conduction.
  + Project data compilation i.e Data Management

1. Worked as **Project officer & Trainer** in Group Development Pakistan on **Promoting & Protecting the Women & Child Rights Project(BHC) & safeguarding children from child domestic Labor(ABA)** from 20th September 2021 to 25th sep 2022.
   * Community capacity building Sessions & Report writing of Project activities
   * Child Safeguarding activities.
   * Child Rights & capacity building
   * Implementation of child protection activities
   * Sensitization sessions with teachers parents and children
   * Monitoring of Activities
   * Pre & Post data analysis
   * Training reports preparation
   * Training facilitation/co facilitator
   * Monitoring of Field visits
   * Monitoring of Field sessions
   * Emergency Relief program
   * Corona awareness program
   * WASH-SDG-6 awareness among community
   * Birth registration of children

### Worked as Project Supervisor & Business Trainer in food Enterpeneurship project with KASHF Foundation –(Phillip Morris Pakistan) from january 2021 to 17th September 2021.

* + Research/data collection from buisness women
  + Planning, implementation, monitoring and reporting of project, including timely execution of project activities.
  + Team Management
  + Networking & liaisoning with Food Department
  + Networking with Food buisness market
  + Monitoring of Staff & Centres
  + Conduction of Training on Finacial Literacy, Online marketing, Budgeting and Buisness Management

### Working as Master Trainer(State bank of Pakistan’s Project) (Part time) implemneted by National institute of banking & Finnace in Schools/Educational Institutes 15th November 2020 to March 2022.

* + Liasoning with schools
  + Networking with Education departmnet
  + Conduction of Training as Trainer on Financial Literacy

1. Recent Worked as **Provincial Networking & Coordination officer**(**Trainer) with**

Community Emergency Response Teams) in **VSO International** based

**at Rescue 1122 (as Networking & coordination officer)** From Sep, 2019 to July, 2020.

On Project of Emergency Response (Building Safer &Resilient Communities in Pakistan) by Voluntary Services Overseas from September, 2019 to date.

### Additional Project: Integrated Public Health (WASH -SDG-6)

**Design, Plan and execute project as Emergency Response in COVID-19**& Trainer on Getting Individual Project within Rescue 1122 ON WASH (SDG-6) for CERTS and Local community living around Rescue head office.

JD’s

* To support, coordinate and networking with district project partners supporting multi-stakeholder engagements at through maintaining of relationships, collaborating with provincial & district stakeholders, private sector, academia for project delivery.
* Citizen-led monitoring of SDGs at the provincial and district level on prioritized SDG goals and targets with the SDGs Unit, Federal Ministry of Planning Development and Reform (MoPDR) and provincial SDG Taskforces through greater youth engagement and advocacy.
* Strengthening of Pakistan’s volunteerism policies and systems
* Strengthening of Government of Pakistan’s resilience mechanisms for disaster response and management.
* Employee will be placed with the implementation partner (Rescue 1122 Head Quarter) to conduct activities related to citizen-led monitoring of SDGs, Disaster preparedness at the provincial and district levels.
* Provision of logistic, administrative and networking support with Punjab Emergency (Rescue 1122) program
* Implementation of Project Activities
* Making Work plans
* Organize Emergency response training with Partner
* Preparation & submission of Reporting (Report of Activities, communication)
* Data collection, PRE & Post
* Conduction of Base Line Survey in targeted area (PRE KAP, POST KAP)
* Provision of support to team for data collection
* Data Monitoring and Evaluation of Community Emergency response training (On spot Monitoring, Back check Monitoring)
* Assistance in WASH(SDG-6) training, Conduction of WASH sessions
* Networking with Partner, and networking support with Punjab Emergency (Recsue 1122) program.
* Compilation of reports and documents on daily, weekly and monthly basis
* Assistance in budget formation, spending and logistic arrangements for Program events.
* Close coordination & liaison with stake holders
* Assistance in timely execution of Project/program activities
* Received training on Community Action for Disaster Response (CADRE).
* Play role as Coordinator, Observer and Evaluator for intra district CERTS challenge and National CERTS challenge 2019.
* Submission of Research paper on Disaster Management
* Conduction of Sessions on WASH
* Mobilization on Security, Safety, Personal Security
* Assessment of WASH facilities in Emergency services academy(Rescue 1122)
* Training Sessions delivery to Cadets and CERTS team son WASH

1. Worked in Association for Gender Awareness & Human Empowerment as SM/**CDO(Capacity building and Trainer**) with focus on **WASH (SDG 6)** & Livelihood Project by OXFAM Oct 2018 to July 2019.

### Networking & Liasoning with government departments (WASA, LWMC, LD&CD, Education, Population, Social welfare &Baitul Maal , Rescue 1122).

* + Activity/Event conduction
  + Conduction of Technical WASH committee trainings
  + Training sessions conduction on UC Level
* Door to door visit for assessment and identification of the beneficiaries for each component of the project
* Regularly scheduled the field visits and conducted the community meetings frequently.
* Performed community mobilization activities at community level in accordance with the culture and norms of the target population.
* Resolved conflicts, if faced during the project implementation among the beneficiaries on the project activities through social conflict resolution process
* Monitored all the project activities being carried out by the village council members
* Acted as bridge between community members and the project staff such as Project Manager.
* Collected data as required by the program, Supervise the baseline survey at the respective area and involve MEAL and partner staff in the process of Baseline and End line surveys, PRE KAP, Post KAP, KII.
* Built close partnership with the target communities through regular meetings with an appropriate interval
* Facilitated the community to pass their complaints to the management staff in a transparent manner
* Provided regular monthly reports to Program Manager and Monitoring Officer
  + To Manage the smooth implementation of OXFAM project with in targeted area
  + To Manage Preparation and revision of work plans & revision of Detailed Implementation Plan (DIPs).
  + To Manage tasks related to performance, implementation, approvals, coordination with government departments
  + To Manage reacquisition and preparation of budget of activities for approval
  + Ensure preparation of activities expenditure reports
  + Submission of coordination for timely submission of event calendars, monthly narrative reports and weekly and daily progress reports
  + Accomplish any other task as assigned by the SPOs /Project Manager
  + To design, plan and organize “Hygiene awareness & promotion campaigns in targeted area.
  + To coordinate the action with the other actors involved (community representatives, local authorities, etc.
  + Collect, evaluate and revise existing - or produce new IEC material - Submission of finance documentation (brochures, manuals, etc.) to be used and IEC material distribution to community during campaigns and hygiene awareness sessions.
  + Training of community on relevant WASH related contents and methods of hygiene promotion campaigns, techniques of dissemination of good hygiene behavior and best practices of domestic water use and sanitation.
  + Identify the livelihood issues to access in the targeted areas, Supervise selected people in Assessment, documentation, monitoring, interviews conduction, short listing procedure
  + Worked with procurement team for market assessment for selection and purchase of appropriate livelihood beneficiaries items

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### Worked as Field Researcher/ office coordinator in provincial Disaster management authority (Government of Punjab) from 1st Jan 2018 to 3 june, 2018.

* + Management of District field and coordination with team
  + Conduction of Orientation Sessions
  + Team Monitoring /Telephonic verification
  + Allocation of Geo coordinates to field staff
  + Conduction of progress Review meeting at District office **Conduction of Focus Group discussions as Facilitator in World Bank project (Disaster and climate Resilience Project) at Union council level.**

1. **Field Coordinator:**Worked as Field coordinator in **Path Finder international**

from**July**2017 to Dec 2017.**Project: Adolescent Sexual Reproductive Health (UNFPA)**.

JD,s

* + Contribute technically into the development and implementation of program/strategies at provincial and district level based
  + Provide substantive technical support to the implementation and management of the provincial program.
  + Provide technical assistance and capacity development to project/ program partners.
  + Provide technical support for coordination and close collaboration with population welfare department, Government of Punjab.
  + Provide substantive inputs to advocacy, knowledge building and communication efforts.

1. **Worked as Visiting Lecturer in Department of Sociology, University of Sargodha. (**Aug 2016 to Aug 2017).
   * **Lecturing**
   * **Preparation of Study plan**
   * **Lecture delivering**
   * **Paper checking**
   * **Paper setting**
   * **Exam conduction**
   * **Student career counseling**
   * **Assistance in Research to Students**
   * **Department Research projects Assistance**
2. **Project officer: (2.5 years) (**Feb, 2015 to June, 2017)

### Sahara Welfare and Development Organization (Gender peace and Development program).

**Job Descriptions**

* + Contribute to conducting/updating situation analysis for the program sector/s for development, design and management related programs/projects.
  + Provision of technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning and monitoring and evaluating results.
  + Conduct regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
  + Participation in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
  + Arrangements of trainings material, selection of Venue
  + Meeting with community leaders and other experts for rising gender awareness
  + Conducting seminars in universities.
  + Human Rights awareness sessions in schools with children
  + Meeting with religious leaders for running gender awareness campaign
  + Worked as trainer in social mobilization training, study circle, Human rights education training, teachers training.

1. **District field Coordinator** 
   * Worked as coordinator in Survey with Herald Pakistan (5 months).
2. **Field Researcher**

Worked as field researcher in Centre for economic research Lahore, Pakistan. (3 Months).

1. **Coordinator & Events Organizer:**(November 2011 to September 2015)

### Volunteer work / Student Ambassador at SHARP Org Department of sociology, University of Sargodha

* + Manage and organize trainings on different issues at departmental level and university level
  + Organize trainings and events with coordination of teaching faculty of department of Sociology.
  + Arrangement of events and training material and key persons.

**Professional Skills:**

* + Development and Operational Effectiveness.
  + Strong analytical, communicational and writing skills.
  + Strong ability to effectively interact with technical and non-technical end users in a pleasant, cooperative, and helpful manner.
  + Demonstrated ability to solve problems and work independently.
  + Ability to read, analyze, interpret and apply general technical instructions and procedures.
  + Consistently approaches work with energy and a positive, constructive attitude.
  + Remains calm, controlled and good humored even under pressure.
  + Develop network skills with different levels.
  + Advocacy and networking skills.
  + Excellent communication, interpersonal and team building skills.
  + good listening skills.
  + Research and report-writing skills, and the ability to interpret or present data.
  + Knowledge and understanding of community and social issues.
  + A non-judgmental and positive attitude.
  + Management of Mobilization team
  + Management of identified Livelihood issues and implementation of grants
  + Management of Zakat grants identification, finalization and execution.

## Trainings:

* + - Sexual Reproductive Health Rights
    - Research Conduction
    - Election Survey
    - Android online data collection applications
    - Sustainable Development goals management
    - Report writing
    - Good Governance and Democracy by FNF foundation

## Courses:

**Community Actions for Disaster Response (CADRE) by Emergency Services Academy (1122)**

## Membership:

* + Youth Parliament member
  + Students society QAU
  + Youth ambassador under Model United Nations

## Seminars& Events Conduction:

Conduct and organize Seminars on different topics in University of Sargodha. HIV Aids awareness

Women empowerment Youth unemployment Child Labor

Education in Govt schools World Water Day

National working Women’s Day World Toiled Day

Violence against women day

# Achievements:

* + Got World Bank Project as Facilitator in FDG’s during Flood under PDMA.
  + Trained on Emergency Response.
  + Trainer on WASH-SDG 6
  + Emergency Response (Design Plan and implement WASH (SDG 6) Project in COVID- 19 by VSO under Partner organization- Rescue 1122.

### RESEARCH PUBLICATIONS ( 2 ) ( National & International )

1. *“Situational Analysis of Public sector Schools in rural southern Punjab: A study conducted in rural southern Punjab”British journal of Arts and Social Science, vol.22No.1 (2017) ISSN: 2046-9578.*
2. *“Social determinants of HIV aids: an exploratory risk factors analysis in Punjab, Pakistan” (Submitted to journal for publication)*

**Research Work**

**BS thesis:** for partial fulfillment of BS(Hons) degree.

* “Situation analysis of public sector schools in rural southern Punjab”

**M.Phil thesis:**for partial fulfillment of M.Phil Sociology Degree.

### Determinants of HIV Aids: an Exploratory Factor analysis at Punjab

**Pakistan**.(1 Year data collection Of HIV Aids patients at DHQ’s hospitals with permission of Punjab Aids Control Program, Government of Punjab.)

* 1 year worked with HIV Aids patients during data collection

### REFERENCE:

Will be furnished on demand