

# SAHRISH MARIA

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## Professional Summary and Area of Competence

I am a project officer with 4 years of experience in different range of project management and coordinator roles and seven months of internship in planning and Development in communications.

My overall experience incorporates delivery of project management services which included helping organizations to strengthening vision, mission, values, goals, and leadership.

My ability is to work independently, in writing project proposal, newsletters, and project reports, success stories, strategizing social media content for the project, monitoring and analyzing and also reporting them analytically. I am a facilitator, to inspire people to disciplines like; Human rights, Conflict Resolution, Communication, Diversity and Inclusion, and Women and Youth empowerment.

## Work Experience

**Project Officer- programmes** January 2018- September 2021

**Christian Study Centre (CSC) – Rawalpindi.**

**Projects:** Peaceful Coexistence among Religious Communities in Pakistan  
Developing the Culture of Peace and Harmony

### Responsibilities:

- Wrote project proposals, project reports, project newsletters, success stories, social media content, and assisted in article writings and book publications.
- Provided regular and timely reporting for donor reports.
- Coordinated with project stakeholders for the implementation of the project.
- Assisted to project's monitoring and evaluation teams in reporting.
- Facilitated training sessions and workshops.
- Designed social media campaigns, evaluated and reported them too.
- Drove engagement on official accounts at the website, Facebook, and twitter handle to share updates with a larger audience.
- Worked as a field coordinator for timely reporting, and managed the correspondence from project team members.
- Prepared meeting minutes, activity planners, schedules, and maintained correspondence.
- Organized project activities at the field and at the office in coordination with administrative and logistical support.
- Assisted in the budgeting of the project.
- Kept, a project manager updated on the progress, and informed on relevant recommendations/policy.
- Assisted project manager and director in the creation of project plans, and timelines.

**Internship** Planning and Development Department

Communications Assistant February 2016- August 2016.

**Pak Mission Society (PMS) Islamabad**

### Responsibilities:

- Assisted in programme's communications.
- Coordinated with organizational management on various updates.
- Developed case studies and wrote multiple success stories, to increase the organisation's visibility and transparency.
- Maintained organizational key documents daily, to make them accessible to programmes unit through Data Hub.
- Daily based updates to the staff on relevant national news which helped the staff on getting proactive in various circumstances.
- Communicated and assisted in organizing events, seminars, and celebrations at the office.
- Obtained and verified the information through calls and emails.
- Maintained photographs, contacts, and social media communications; Twitter, Facebook daily.

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**Internship** May 2015- July 2015.

**Askari Bank limited Rawalpindi**

Responsibilities:

- Customer Services for accounts opening.
- Worked in different departments on two weeks rotation basis; clearance and remittance, and foreign trade services. It gave general exposure to banking.
- Gained knowledge of the monetary system and working environment.

## Certificates and Trainings

1. Graduated an Online Course **Advancing Women's Leadership for Conflict Transformation, Peacebuilding and Community Development from COADY International Institute, St. Francis Xavier University Antigonish Canada.** 7<sup>th</sup> January- 1<sup>st</sup> March, 2020 Nova Scotia, Canada.
2. **Social Cohesion through Interfaith Dialogue- Paigham-e-Pakistan, Islamic Research Institute and International Islamic University, Islamabad.** 10<sup>th</sup>- 12<sup>th</sup> July, 2019 Islamabad, Pakistan
3. International Training on **Freedom of Religion and Development by Swedish Mission Council.** 19<sup>th</sup> to 22<sup>nd</sup> November, 2018 Chiang Mai, Thailand
4. Training on **Digital Storytelling by SOCH and Mastery Circle.** 11<sup>th</sup> & 12<sup>th</sup> August 2018 Lahore, Pakistan
5. Training on **Sharpening Your Interpersonal Skills (SYIS) organized by The Member Care Foundation.** 25<sup>th</sup> to 30<sup>th</sup> May 2016 Islamabad, Pakistan
6. Training on **Participatory Community Leadership Development Course (PCLDC) by AIDS Awareness Society (AAS)- Pakistan with Asian Health Institution-Japan, Pakistan.** 1<sup>st</sup> to 10<sup>th</sup> April, 2016 Lahore, Pakistan
7. Training **Youth Empowerment Camp by Church World Service-Pakistan/Afghanistan** 25<sup>th</sup> Nov- 4<sup>th</sup> Dec, 2008 O'Spring Murree, Pakistan

## Education

**Masters in International Relations** 2012-2014.

Quaid-i-Azam University, Islamabad.

**Bachelors in Commerce** 2009-2011

Punjab College of Commerce, Rawalpindi.

## Technical Skills and Personal Qualities

- Strong interpersonal and communication skills; verbal, written and presentational.
- Good copywriting skills.
- Ability to understand the trends in digital content and social media spaces.
- Strong innovative, creative, analytical and problem-solving skills.
- Good in using audio/video products
- Flexible and adaptable to the environment and self-confident.
- Leadership and motivational skills.
- Excellent ability to work independently and as a part of the team.
- Target oriented, interactive and cooperative with team members.
- Good Organizer.

## Languages

- Good at Urdu (Native)
- Good at English (Writing and Speaking)

## References

Will be furnished upon request