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Summary

Currently he is working as a District Health Communication Support Officer (DHCSO) with Government of Sindh on Polio Eradication and Immunization at District Emergency Operation Center (DEOC) District Jacobabad by Sidat Hyder Morshed Associates, (SHMA) Karachi from October 2018. He has experience in Project and Office Management, Social Sector Monitoring & Evaluation, Report Writing, Case Studies) Excellent Presentation and Communication Skills, Negotiation, Coordination and motivation Skills, Computer skills, Multi-grade Teaching Skills, having good development concepts of Database systems and Management information systems and able to work any time at any location. He is also well acquainted with; Participatory Rural Appraisal (PRA), Focus Group Discussion (FGD), Report writing, Monitoring & Evaluation, &, Social Organization, teamwork, fieldwork, Life Histories, Profiles. As Trainer: He has completed his professional training courses on, EVAW, DRM, Para Counselling, Stress Management. Gender Discrimination & VAW, Social Mobilization & Community Organization Skills, Importance of Local Government, and PATS Approach Karachi, Quetta, Islamabad at different venues of the country. Besides, his professional experience and skills, basically he is a social and human rights activist to struggle for positive social change in the society, therefore, he always keeps present himself in different seminars, meetings and forums, working for awareness of mass and great cause of social change

Experience

District Health Communication Support Officer (DHCSO)

Sidat Hyder Morshed Associates

Oct 2018 - Present (4 years 4 months)

Program Assistant

ASK Development Private Limited

Mar 2017 - Sep 2018 (1 year 7 months)

- Organised and ensured effective management of program secretariat.
- File and maintained correspondences (letters, fax, e-mail), reports and all documents related to program implementation.
- Implemented the existing filing system adopted by the office and ensured that every program document is retrieved easily.
- Drafted, typed and printed letters as demanded.
- Prepared the program meetings, and wrote up the minutes.
- Ensured the follow up of the implementation of the recommendation of the program meetings.
- Ensured the availability of the filing index of the program documents (project documents).
- Ensured the availability of an updated list of addresses of different partners involved in PEI.
- Ensured that logistical issues are sorted out for the workshops (booking the venue, budget preparation, equipment and stationery to be used).

Manager Operations & Maintenance

R.S TRADERS (pharmaceutical Distribution)

Oct 2016 - Feb 2017 (5 months)

- # Develop maintenance procedures and ensure implementation
- # Carry out inspections of the facilities to identify and resolve issues
- # Plan and oversee all repair and installation activities
- # Allocate workload and supervise upkeep staff (custodians, janitors etc.)
- # Monitor equipment inventory and place orders when necessary
- # Manage relationships with chemists, business partners and service providers
- # Keep maintenance logs and report on daily activities

Project Coordinator - DRR

Society for Mobilization of Advocacy and Justice - SMAAJ

Aug 2015 - Aug 2016 (1 year 1 month)

- # Assist in achieving the overall goals and objectives of the CBDRM project
- # Prepare project progress reports for submission to donors as required;
- # Prepare progress reports for the overall project portfolios and attending to routine requests for information from PDMA/DDMA/U. Also meet the reporting requirements of the financing agencies responding to the specified formats and deadlines;
- # Prepare project proposals to support SMAAJ's initiative for capacity building on DRR;
- # In coordination with DRR/CBDRM Specialist develop training materials including trainer's manuals, participants workbooks, power points for training of communities and other stake holders including government officials;
- # Provide guidance and training to staff of Mitigation and Preparedness wing in programme management issues. Ensure active role in staff learning and professional development.
- # Any other duties and responsibilities assigned by the ED/Programme Director.
- # To prepare donor reports as required.
- # To report regularly, verbally and in writing to the Programme director/ ED on programme updates and key technical issues.

Project Coordinator - Citizen Voice Project - CVP

Aas Research Foundation - ARF

Apr 2015 - Jul 2015 (4 months)

- # Aware the youth and other citizens regarding Importance of Local Government System
- # Aware the ex-Nazims, Counselors, MNAs and MPAs concerning to Importance of Local Government System
- # Identified the potential candidate from all Political Parties and capacitated all candidate about local Government Act: and its importance & the role selected candidate in local Govt:
- # Capacitated the Youth Volunteers about the Importance of Local Govt. System and Electoral Process of local Govt.
- # Established the Social Media Page (Facebook & Twitter) for raising awareness about Importance of Local Govt. System.

District Coordinator - BBSYDP

Sindh Rural Support Program - SRSO

Feb 2014 - Jun 2014 (5 months)

- # Established three Information Technology trade centres throughout the district
- # Established the one Banking and Accounts trade centre in the district
- # Established the three advance tailoring trade centres in the district

Established five embroidery trade centres in the district
400 youth included Boys & Girls are being killed on Information Technology, Banking & Accounts, Advance Tailoring, Embroidery trade throughout the District Jacobabad.



Community Mobilizer

Save the Children UK

Dec 2012 - Jun 2013 (7 months)

- # Opened the (12 -CFS) Child Friendly Spaces in the Targeted Areas
- # Formed the (CPCs) Child Protection Committees in the Targeted areas
- # (BBCM) Broad Base Community meeting were conducted for overall project orientations among the local community.
- # Training were conducted for the CPC capacity enhancement regarding Child Rights and (CPC TORs)
- # Find out the dropout and out of school children's for the enrollment in the CFS as the objectives of the projects could achieved
- # Ensured the proper implementation of the project activities in the CFS i.e. 5 types of games 3 types of abuse and awareness on Child Rights Conventions CRC.
- # Finally enrolled all the children's into the Govt Schools



Programme Manager

Participatory Integrated Development Society

Nov 2011 - Sep 2012 (11 months)

- Look After all the Project Activities.
- Making of Weekly 7 Monthly Work Plan.
- Making of Monthly Progress Report
- Making of Quarterly Progress Report
- Teams Deviation according to Work Plan
- Targets achievements on time
- Coordination with Key Stake Holder
- Project TOT with Stake Holder



Monitoring Officer

Health Net-TPO

Jul 2011 - Oct 2011 (4 months)

- # Monitor the Project activities and log frame matrix (activities, processes, inputs, outputs, outcomes, and impacts)
- # Determining information needs of project management, implementing partners and primary stakeholder, the cooperating institution and funding agencies.
- # Reviewing existing social and economic data for the project area to assess if it can provide good baseline data for impact evaluation, identifying gaps to be filled.
- # Designing / improving the existing formats and procedure for operational monitoring.
- # Collecting, compiling and analyzing reports prepared by field staff implementing partners and preparing the consolidated quantitative progress report for management.
- # Reviewing monitoring reports to assess interim impact and identify causes of potential bottleneck in implementation.
- # Undertaking and facilitating others to implement the M&E plan, regularly revising and updating performance, questions, indicators, methods, formats, and analytical process.



TEAM LEADER (Cash for Work & Distribution)

ACTED

Mar 2011 - Jun 2011 (4 months)

Making of data base of Labor involve in cash for work

Daily attendance of labor

provision of tool kits to labor

Look after the activities concerning to Cash for Work & Distribution of NFI Items

weekly Payments to Labor

developing of payment mechanism



Livelihood Officer

Save the Children UK

Oct 2010 - Feb 2011 (5 months)

- Responsible for identification, verification and registration of beneficiaries for livelihoods interventions
- Collection of relevant data and participation in surveys related to livelihoods interventions
- Active liaison with relevant stakeholders to avoid any conflict
- Present and actively coordinate in distribution of inputs related to livelihoods interventions
- Facilitate beneficiaries in effective utilization of grants which they receive under different interventions related to livelihoods.
- Present and facilitate in capacity building events designed for the beneficiaries.
- Reporting of issues and their possible solutions to the livelihoods coordinator
- Support and assist livelihoods coordinator in data compilation

Education



Shah Abdul Latif University, Khairpur

Master of Arts (M.A.), Sociology

2005 - 2007



Shah Abdul Latif University, Khairpur

B.A, Economics

2004 - 2005

Skills

Grants • Project Management • Conflict • Management • Coordination • International Development • NGOs • Livelihood • Program Development • Program Evaluation