

Cover Letter

I am interested in applying for the position which is currently being offered by your organization. I have Masters Degree in Social Science from Sargodha University.

I have ten years of experience in social and research field. I think this position will be a perfect fit for me as it will allow me to utilize my education and experience. I have worked in various capacities with various organizations in 50 Districts of Pakistan and Azad Jammu and Kashmir.

Major responsibilities which I performed.

Collecting information relevant to the target field.

To develop a clear and focused vision and understanding of the stakeholders around the project, both internally and externally to the relevant departments of the project team.

To promote linkages and networking with various levels of government and all other relevant stakeholders.

To organize and develop the capacity of communities to ensure their effective participation in project implementation. (FGD) Conducting Focal Discussion Group.

Monitoring and evaluation of projects in various ways

Monitoring Banks, Outlets, Showrooms, Franchises with their strong SOP and Protocols.

Along with my professional skills, I believe my training and experience will enable me to become a part of your organization.

Pleas find enclosed CV for review and thank you for your time and consideration for the position.

Sincerely,

Mohammed Usman ShaShah

(Resume)

Mohammad Usman shah

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Academic Qualification

Master in Physical and Education from University of Sargodha

B.ed From AIOU Islamabad

Different types of [experience](#) are mentioned here separately.

[Projects - Qualitative Surveys -Quantative Surveys -Monitoring - Trainings](#)

(Projects)



Organization	Rural Support Program Network
Duration	1 November 2022 to 22 December 2022
Project	Success
Position	Project Manager

Job Description

Prepared work plan with Three Supervisors and Three Assistant Supervisors.

Measuring and verifying existing data with primary data.

Reporting to the Project Incharge on a daily basis.

Developing plans, suggesting, improvement of implementation the project.

Setting and reviewing short targets along with the project team.

Management of project team, their performance review, grievance handling and settlement of related issues.



Organization	The Dynamic Consulting
Duration	15 March to 30 September 2022
Project	Agricultural
Position	Supervisor

Job Description

Led to Ten Team Members.

To observe the issues and find out the solutions.

Planning work with the team on a daily basis.

Interviews were conducted with different categories of farmers (small, medium, large).

Traveled with interviewers to various districts for Observation & satisfactory interview.

Provide feedback to the project manager on project strategies and activities.



Organization	Lodhran Pilot Project
Date	01 July 2019 to 26 Dec 2019
Project	Community Building Disaster Resilience Pakistan (CBDR)
Post held	Community Building Facilitator

Job Description

Created VDMC(Village Disaster management Committees) on Village Level.

Created UCDMC(Union Council Disaster Management Committee.

Arranged SERT Training (School Education Rescue Training) in Different Gov & Private Schools.

Meeting with UCDMC and VDMC on Different Components Planning.

Checking UCDCM & VDCM Record Registers.

Cooperated with other Component(Livelihood ,Wash,)

Created links to Stake holder for Activities.



Organization	Sungsi Foundation
Duration	15 Jan 2017 to Oct 2017
Project	National Socio Economic Registry
Position Held	Supervisor

Job Description

Select union council and assigned to SM for Mobilization and ensure all mobilization material to SM.

Check SM mobilization at uc and village level and also ensure that SM distribute brusher in field.

Ensure that SM conduct Mohalla, corner and individual meetings in field.

Ensure that SM conduct meeting with religious leader and other activist person as like LHWs and shopkeeper.

Set new locality on supervisor tablet and share with enumerators tablet via Bluetooth.

Ensure that enumerators have enumeration material as like Receipts, ink pad daily log sheet.

Get daily mobilization report from SM and discussion on it and also discuss facing issuing in mobilization and also share with Area coordinator and BISP.

Get stakeholder list from SM and randomly verification of stakeholder by telephonic and physically that

Get filled ERF from to enumerator via Bluetooth and 25% validation of filled ERF as per organizational protocol.

All filled and validated ERF batches send to BISP server through internet connection.

Get daily log sheet from enumerator and generate supervisor daily performance report and also send to Area coordinator through email.



Organization	Hendegec Consulting
Duration	01 Jan 2016 to 31 Dec 2016
Project	Climate Change
Position Held	Provisional Coordinator

Job Description

Develop monthly work plans and reports of the project activities for the submission to head office.

Conducted regular advocacy sessions with key stakeholders at the project site office.

Stimulated and facilitated stakeholder engagement during planning and development meetings, workshops.

Maintenance and submission of project management tools to ensure quality implementation of all.

Submitted program related reports as required.

Shortlisting to Trainees & Organize training session at their doorstep.

To Facilitating and Co-facilitate Livelihood's capacity building training including conduct training of trainers.

According to curriculum methodology and training schedule as agree with team.

Prepared work plan and shared with HR.

Preparation of donor visit at field and office level.

Facilitate to finance officer in preparation of budget.



Organization	National commission for human development
Project Duration	1 Feb-2009 to Oct 2010
Position held	M & E Officer

Job Description

6 Months Teached to Prisoners in District Jail Toba tel Singh.

One Year and Six Month Monitoring to Method of Teaching and Classic Protocols.

(Monitoring & Census)



(2nd level ODF Certification at District Jhang , South Punjab with the Support of UNICEF Pakistan) (Field Monitor) These things were observed in the given areas.

The people of the area were better informed about sanitation. Toilets were built in the villages. Hand pumps installed in safe and necessary places. Are cleaning and hygiene practices promoted in schools?

Method (CAPI)&(PAPI) Location Jhang



Worked With Apex consulting (Internal Field Monitor) (Multiple Rounds)

Monitoring the Apex field team who observed the health team who administered polio drops to the children.

Validating the work of the Apex field team and checking the protocol and working method.

Reporting to ZFM on every Successful or Unsuccessful Cluster.



Worked with Foresight (plan Philip Morris) Monitoring

Sencus (Supervisor)

Checked all the shops in the given market. Writing a large number of different brands.

Method (CAPI) Location Toba Tek Singh, Jhang, Bhakhar, Khanewal



Worked with Access Retail (Retail Sencus) (Supervisor)

Taking the data of all the shops in the city and writing down the items available there.

Method (CAPI) Location Jhang



Worked with Punjab Education commission as a (Test

Administratior)

The test was conducted to facilitate the syllabus and examination procedure for the students. In which the papers of Maths, English and Urdu were taken from the third and fifth class students and the same paper was taken from the teacher before the student.

Method (PAPI) Location Bhawalpor



Worked with CCI as a (Quality Assurance Person)

Different Activities of Unilever were helding. Monitored their Activities

Method (CAPI) Location Jhang



Worked with Startex as a Mystery Shopper

(Different Banks Clients)

(1) MUSIIM COMMERCIAL BANKS (2) ALLIED BANKS

(3) MEZAN BANKS (4) Telenor Micro Finance BANKS

(5) SINDH BANKS (6) BANK ISLAMI

(7) FAISAL BANKS (8) Mobilink Microfinance BANKS

I Visited these Banks, Franchise, with Their Protocols and Stander.

Different questions were asked from different scenarios.

(9) Suzuki Private Limited

Observed the environment of the Showrooms and asked questions to the staff about Showrooms (used and new vehicles) and observed the understanding of the staff.

Method (CAPI) Location Multiple Districts of Punjab

(Motivator and Trainers)



Worked with Interact Solution in Province of Sindh as a Motivator (Multiple Rounds)

Briefing of Farmers on Cultivation and Harvesting of Crops.

Gave Awareness about Farmers Safety.

Heard farmers's problems and linked them to SM and ZFM

Location Matiari, Nawab shah, Larkana, Hyderabad, Tando Yar, Sanghar,

(Qualitative Surveys)

(Worked As a Supervisor, Coordinator, Interviewer)



Worked with Centre for Peace and Development

Initiative

Interviewed the Community about Good Governness.

Led the Team of **Four** Districts.

Reporting to Coordinator on a daily based.

Method (PAPI) Location Tt singh, Khoshab, Jhang, Chaniout



Worked with Gouse Azam Trust Consulting

(1) NSB Salary Budget Survey.

Visited various schools and checked their registered records.

Method (CAPI) Location Bhakhar,Khoshb,SargodhaSargodha

(2) Drainage and Water & Water and Sanitation Survey Donor Asian Development Bank.Visited various communities and conducted interviews.

Method (CAPI) Location Sargodha



Worked SSP Sehat Saholat Program.

(District Coordinator)

Led to 3 Enumerators.Collected Data from Beneficiaries who get Health Cards 2016 to 2018.

Method (CAPI)

Worked Centre For Economic Research in Pakistan (Cerp)

(1) Agricultural survey,

Collaboration with (Prisession development) covering the topics of weather, fertilizers, pest control, etc.

Selected farmers who owned different crops (rice, wheat, maize) were interviewed and notes were taken by a note taker

Method (CAPI & PAPI) Location Vehari, Jhang

(2) Crop burning surveys,

Collaboration with Department of Agricultural Punjab. bserved the cultivated plots of the farmers. GPS coordinates were taken at different locations of all the farm plots. Method (CAPI) Location Okara



(1)

Punjab population innovation fund (PPIF) Surveyed the communities of BHU In which people are asked their knowledge about family planning methods. Conducting a focus group with the participation of people of desired age.

Method CAPI Location: Jhang

(2)

Organized focus group discussion with note taking in selected community of given Basic health Unit(BHU)

Method (PAPI) With Recording Location Gujrawala



(Citizen Perceptions Survey. This Survey was Consist on Three Round.

(1) Base Line Survey in 2020.

(2) Mid Line survey in 2021.

(3) End Line Survey in 2022.

The survey covered health, education, water, sanitation and economic conditions.

Interviews were conducted with selected respondents.

(Respondents and clusters were the same at Base line, midline and endline)

Time of Every Line was Fourteen Days.

Method (CAPI) Location Sargodha, Gujrat, Jhang



Worked With COMMUNITY of EVALUATOR

(Brick kilns Survey) Interviewed to Owner, Labours, Contractor of Brcks Kilns. The interview asked about costs, payments and concerns. And nature of brick kilns both zigzag and chimney type was also observed.

Method (PAPI) Location Sialkot



Institute of Social and Policy Sciences

Surveyed the communities that were close to the school

of second shift classes and conducted FGDs.

Method (CAPI) Location Jhang



POPULATION WELFARE DEPARTMENT
Government of The Punjab

Population welfare training Institute (PWTI)

(PAPI Base)

As a (Supervisor) Led to Three team Member.

,Visited Family Planning Welfare Center, checked register records

.noted existing atoms, interviewed staff and community

Method (CAPI) BASE

Location Jehlam,Attock,Rawalpindi,Chkwal



Worked With Institute For Public Opinion Research

(IPOR) (CAPI Base & PAPI Base)

I have worked with Ipor on several surveys. Among which these are famous,

(1)Optimization of PMNL (2) Vote Election 2018

Method (CAPI & PAPI) BASE Location Multiple Districts of Punjab



Worked with Apex Consulting

Woman Economic and well-being Survey about (Gender Discrimination, Harassment,Education) from Selected Houshold Survey with Team

Method (CAPI) BASE Location Jhang



The International Organization for Migration

Surveyed of those Respondent who Visited to any Country with their Resources. And Knowing what are the difficulties and major barriers to travel in other countries.

Method (CAPI) BASE Locations Lahore

(Quantative Survey)



Worked with Icarus Incorporated

Family Planning Survey (awareness, Adopting Method, Traditional and Coverd Areas. Awareness were gained about some advertising videos coming on TV, radio and social media.

Method (CAPI Base) Location Faisalabad

CERP

Centre for Economic
Research in Pakistan

**Center for Economic Research in
Pakistan (CAPI Base)**

(1) Telephonic Imaam Call Survey

A Telephonic Survey to Imam Masjid (Using their Mother Languages Saraeki, Jangali, Punjabi) About Covid 19 (awareness and their Corona safety plan in Eid prayer)

Method CAPI Respondents were Different Location of Punjab

(2) The Citizen Foundation Survey

Parents whose children study in The Citizen Foundation School were Surveyed. In this Survey parents were interviewed about being affected by Corona in some way

Method CAPI Location: Respondents of Different Location Punjab



Marketing Research Beuru(Kantar)

(1) PTC Surveys and CLTs (2) PMI Survey and CLTs

(3) Agricultural Survey (4) Fertilizer Survey

(5) Lubricant Survey (6) Merchant Easy paese Survey

Method CAPI Location Multiple Districts of Punjab



Directorate of training research & production population welfare department punjab.

Designation Supervisor

Conducted a community survey to find out about family planning, what method they are using or will use. To know about the knowledge of FP centers near and far from their areas.

Method. CAPI. Location. CHANIOUT



Worked with Bulls Eyes(Oula)

Conducted Multiple Marketing Research Surveys

Smoking,Agricultural Crops(Rice, Wheat, Maize)



Worked with For Corner Group

Eating Items Survey (with its Availability and Quality) from Different Community(A,B,C,D,E) Classes

Method CAPI Location. Faisalabad and Sorounding Districts (Jhang,Chaniout,Tt Singh)

Training and Certificate

- **Six Months Army Physical Training through Bloch Regiment Center**
- **Eighteen Days Training through Of Woman empowerment(About Harassment, Empower to Woman)**
- **Community of Evaluation Certificate**
- **Three Days Training of LSS(Life Saving Skills) from Rescue 1122.**
- **3 days Training workshop on “Community Mobilization around Family Planning and unwanted Pregnancies.**
- **Two Days Training of HVCR (Health Village Community Resilience) From Rescue 1122**

- Two Days Training of Early Child Education (World Bank Assignment)
- Ten Days Marketing Consultant training
- Events organizers Training and Award.
- Attended Lot of trainings from various organizations.

(Additional Information)

CNIC: 3320302934271 DOB: 28/03/1989

Marital Status: Married Father Name: Mohammad Yousaf Shah

Languages: Punjabi,Saraeki,Urdu,Sindhi,English