Curriculum vitae:

| **Post Applied for:** |  | | | | | | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **PERSONAL PROFILE:** | | | | | | | |
| **NAME** | **Mrs. Sibgha Mehfooz Rao** | | | | | | |
| **DATE OF BIRTH** | July 5th 1988 | | | | | | |
| **CNIC #** | 31301-8485779-0 | | | | | | |
| **ADDRESS** | **Current Address,**    **Permanent Address**  Near Masjid Ehle Hadees Eid ghah Road Gareeb Abad, Tehsil Khanpur, Rahim Yar Khan | | | | | | |
| **Contact #** | +92 304 8415587, +92 349 1382011 | | | | | | |
| **E.MAIL ID** | [sibgharao@gmail.com](mailto:sibghailyas777@gmail.com) | | | | | | | | |
| **CAREER OBJECTIVE:** | | | | | | | | | |
| Believing in ‘serving’ for deserving communities by engaging them and their local wisdom too for their sustainable development including effective services for them. Having innovative approach I always explore new approaches… | | | | | | | | | |
| **EXPERIENCE:** | | | | | | | | | |
| **Total 10 Years’ experience in NGO Sector** | | | | | | | | | |
| **EDUCATION:** | | | | | | | | | |
| * M.A. (**English**) IUB Pakistan * M.A. (**Urdu**) IUB Pakistan * B.A. (Pass) IUB Pakistan * Diploma **MS Office** [MS-Word, MS-Excel, MS-PowerPoint & MS-Outlook]   L | | | | | | | | | |
| **SKILLS:** [Excellent] | | | | | | | | | |
| Planning, coordinating and implementation skills | | | | Proficient in Computer Skills – MS-Office | | | | | |
| Interpersonal Communication Skills | | | | Liaising / Coordination / Partnership Building Skills | | | | | |
| Project Management | | | | Monitoring & Evaluation | | | | | |
| Compliance of targets and procedures skills | | | | Report writing (Quantitative and Qualitative) | | | | | |
| Human Resource Management/Leading teams | | | | Presentation and information sharing skills | | | | | |
| Training , Facilitating, and Mentoring | | | | Quantitative Research/Qualitative Research /Survey | | | | | |
| Conflict Handling | | | | Photography / use of equipment/ Creative designing | | | | | |
| **LANGUAGES:** | | | | | | | | | |
| **Languages** | | | **READING** | | **WRITING** | | | | **SPEAKING** |
| URDU (Mother Tongue) | | | FLUENT | | FLUENT | | | | FLUENT |
| ENGLISH | | | FLUENT | | FLUENT | | | | FLUENT |
| PUNJABI | | | FLUENT | | GOOD | | | | FLUENT |
| SARAIKI | | | GOOD | | GOOD | | | | FLUENT |
|  | | | | | | | | | |
| 1. **WORK PROFILE: *(EXPERIENCE)*** | | | | | | | | | |
| **Research and development sectors** | | | | | | | | | |
|  | **AFO (Area field officer)** | | | | | | | | |
| **Department**: | **Health, survey** | | | | | | | | |
| **Organization**: | **Apex Consulting Pakistan (LQAS)** | | | | | | | | |
| **Location**: | **Raheem yar khan** | | | | | | | | |
| **Responsibilities**:  Reporting  Monitoring  Social mapping | * Attend training when held * Monitor polio campaign on **LQAS** formate and follow all protocols * On the day of LQAS report, evaluate, monitor ,survey and collect | | | | | | | | |
| |  | **ENUMERATOR** | | --- | --- | | **Department** | **DAFPAK-Family Planning** | | **Consulting firm** | **Research and Development Solutions (RADS)** | | **Location** | **Raheem yar khan** | |  | **ENUMERATOR** | | **Department** | **Citizens Perception Index survey** | | **Consulting firm** | **National Institute Of Population Study (NIPS)** | | **Location** | **Raheem yar Khan** | |  | **ENUMERATOR** | | **Department** | **Health, survey** | | **Consulting firm** | **Population Council** | | **Location** | **Rahim yar khan** | |  | **ENUMERATOR** | | **Department** | **Health** | | **Consulting firm** | **Central Global Public Health** | | **Location** | **Raheem yar khan** | |  | **Senior Research Associate** | | **Department** | **Development Sector** | | **Consulting firm** | **IRS Global** | | **Location** | **Karachi** | | | | | | | | | | |
|  | **Trainer and Documents coordinator** | | | | | | | | |
| **Department** | Community Led Response towards Disasters Anti narcotics Drugs and Mental health *[Funded by Plan International]* | | | | | | | | |
| **ORGANIZATION:** | ***PFRD ( Phonics foundation Research and developme)*** | | | | | | | | |
| **LOCATION:** | Raheem yar khan District | | | | | | | | |
| **DURING:** | January 2022 to Oct 2022 | | | | | | | | |
| **RESPONSIBILITIES:**   * Reporting * Trainings * Monitoring * Liaising | *Designing formats / templates for documentation and presenting the project information in effective manner.*   * Prepare work plan periodically in connection with overall plan * Field visits and monitoring of activities for note taking for reports and evaluations * Preparing and Submitting Reports on designated formats. Both qualitative and quantitative * Coordination and liaison with partner CSOs and Line Departments, * Preparing case studies and lessons learnt during project implementation * Conducting trainings and also conducting orientation/reflection sessions with team members and seniors as well * Review and planning periodically. * Train ACAs and VF on cor thematic areas and Cor thematic medule | | | | | | | | |
|  | **Senior Field Supervisor** | | | | | | | | |
| **DEPARTMENT** | Health | | | | | | | | |
| **ORGANIZATION:** | MSS ( Marie stopes society) Usaid | | | | | | | | |
| **LOCATION:** | Raheem yar khan | | | | | | | | |
| **DURING:** | 22 Dec 2013 to 31 Dec 2016 | | | | | | | | |
| **RESPONSIBILITIES:**   * Reporting * Monitoring * Trainings * Management * Verification and validation | *Developing and managing organizational systems including capacity building of human resources and developing other resources for the organization.*   * Strengthening FP services in the areas. * Prepare plans for effective marketing and organize event's. * Coordinate and support field team. * Improve clients flow through effective supervision. * Verify 20% of services given to the clients. * Arrange regular weekly basis Trainings of CHWS,FHES,LHWS AND SWS. * Any other reason able duties assigned by the project office. | | | | | | | | |
| **DESIGNATION:** | **Assistant General Secretary** | | | | | | | | |
| **PROJECT:** | Enhance men power by their skills | | | | | | | | |
| **ORGANIZATION:** | Al Fallah welfare society | | | | | | | | |
| **LOCATION:** | Khan pur | | | | | | | | |
| **DURING:** | Jan 2013 to Dec 2013 | | | | | | | | |
| **RESPONSIBILITIES:**   * Reporting * Trainings * Management | *Building capacities of the flood affected communities and engaging them for the development of khanpur*   * Train the vocational staff. * Improve student flow through effective supervision. * Arrange regular weekly basis meeting with staff members. * Make Effective marketing strategy for skill persons | | | | | | | | |
| **REFFERENCES:** | | | | | | | | | |
| **G.M Somro** | | National Manager – Youth Educational Foundation – Pakistan  Cell #: +92 316 5112178,  Email. gmsoomro75@gmail.com | | | | | | | |
| **Mr. Zaheer Ahmad** | | District coordinator\_bridge consultant foundation,Karachi\_ Pakistan  Cell#: +92 333 7225772  Email. Shamjii@hotmail.com | | | | | | | |