Curriculum vitae:

| **Post Applied for:** |  |  |
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| 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 |
| **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]

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| **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 |
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| 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**: ReportingMonitoringSocial 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
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|  | **ENUMERATOR** |
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| **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** |

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|  | **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.
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| **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 – PakistanCell #: +92 316 5112178,Email. gmsoomro75@gmail.com  |
| **Mr. Zaheer Ahmad** | District coordinator\_bridge consultant foundation,Karachi\_ PakistanCell#: +92 333 7225772Email. Shamjii@hotmail.com |