

## **SUMMARY**

An Enthusiastic, hardworking, honest and highly motivated Person seeking for a position where I can apply my analytical, creative and problem solving skills in order to make a valuable Contribution.

To get maximum knowledge and to work in a dynamic organization where multifaceted and highly creative people are needed and where I can use my experience and abilities to create and explore new horizons while focusing on delivering of knowledge and skills

## **PERSONAL PROFILE**

Name: Nimra Shafi  
Father Name: Muhammad Shafi  
Date of Birth: 14-08-1998  
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## **QUALIFICATION**

Degree Name: Master in Social Work  
University Of Sargodha  
2019-2021

Degree Name: Mphil in Social Work  
University of Sargodha  
2022-2024

## **SKILLS**

- Flexibility
- Team Management
- Problem Solving
- MS Excel
- Organizational skill
- Social Mobility
- MS Word
- Power Point

## **Hobbies**

- Reading
- Photography
- Listening Music
- Cooking
- Gardening
- Travelling

## **EXPERIENCES**

**(Project Type)**

**Muslim Hands International (Cluster coordinator ,PSSP program,PEF SchoolMojaz Foundation & Plan International (Team Leader,WASH PATS program, Shadab Training Institute Sargodha (Special Education Center) Organization DHQ Sargodha( Civil Hospital)  
Helper Association for the Blind (Sargodha)**

### **Diarrhea Reduction through Hygiene Promotion and Women Empowerment**

#### **Key Roles:**

- CLTS Community Led Total Sanitation,BBCM (Village Profile. Village WASH COMMITTEE Formation ( selection of CRP,Entrepreneur and Mason.
- SLTS School Led Total sanitation ,School WASH Club Formation in Govt school
- Health Hygiene Session at community Level and School Level
- **Triggering at Community Level**
- Project implemented on four indicators (House Hold Survey,Triggering,Health Hygiene Session,ODF Certification
- **Meeting with Govt Officials (Education Department Health Department**
- Celebrate all ceremony on school and community
- Conduct Social Mobilization Activities in their respective Union Council.Responsible to manage the Microfinance activities in their respective areas.Perform field research activities pertaining to base line, assessment, case studies and develop quality photo record.To encourage and stimulate full participation of all community members; with special attention to those who are usually UN-access, marginalized and overlooked in community decision making process.Ensure equity and inclusion in all project activities.

- Organize effective PRA in Community and ensure to achieve the Open defecation free status in targeted Village and Sustain the position as a ODF.
- Organize Hygiene Sessions in Communities with full participation and knowledge.
- Organize Street theaters in Community.
- Conduct monitoring through Donor monitoring tools and report to Social Mobilization Officer.
- Formation of Village committees and WASH Club in Schools.
- Having good experience working with school children.
- Organize training sessions for CRP, VCs and LSOs etc in Community.
- Organize Events in Community (Seminar, Mela, WASH Days etc)
- Organize training sessions for school teachers.
- Able to solve the conflict in Communities.
- Ability to observe and analyse social indicators
- Willingness to undertake further training offered by and required by the program
- To ensure appropriate filing system, and documentation at each level.
- Supervision of capacity building session in Community.
- Supervision of Advocacy Activities in Community.
- A desire to contribute to national development through community empowerment
- Supervise International WASH events (Global Hand washing day etc)
- Supervision of Sorting and Compiling of User Data (Water and Sanitation Users as per project plan)
- Responsible for the Sanitation and Marketing linkages development with Local shop keepers.
- Responsible for the community investment grant program implementation at targeted areas

### Organization Muslim Hands International

|                   |  |
|-------------------|--|
| Organization Type | GOVT Partner NGO (PEF,PIEMA Authority) |
| Designation       | Social Organizer                       |
| Type              | Full Time                              |
| Tenure            | 2018-2019                              |

It is a matter of great satisfaction that the Punjab Education Foundation (PEF) has emerged as a great facilitator for providing free quality education to the deserving students of disfranchised communities who cannot enjoy their basic right of education due to various socio-economic constraints.

### **Key Roles:**

PSSP Project (Public School Support Program)

### **Managed**

- 1to PSSP all school at Tehsil level
- 2.Provision of all facilities in all school
- 3. Community meeting for students enrollment
- 4.Meeting with Govt Officials
- 5. Arranged capacity building training for teachers and Head Teachers
- 6 .Weekly and monthly report to area office (senior management)

- 7. Admission of inclusive students (work on inclusive infrastructures, Assess able way from main gate to school building and ramps from building to toilet)
- 8. Preparation of QAT (Quality assurance test) PEC (Punjab examination commission) exams
- 9. Conduct House Hold survey at relevant area for counting of out of school children
- 10.To make sure the quality of education in 10 Schools
- 11.Launching of Enrollment Campaign
- 12.Community engagement
- 13.Maintain and ensure the schools record keeping
- 14.Provide support and facilitation to teachers on job support to teachers
- 15.On line report submission to SIS portal of PEF-NSP
- 16.Prepare report and submit to management
- 17.Submit work plan
- 18.Arranged Annual prize distribution ( Result Day)

### **Organization DHO Sargodha( Civil Hospital)**

|                    |                    |
|--------------------|--------------------|
| Organization Type  | Govt               |
| Designation        | Internee           |
| Location           | Sargodha, Pakistan |
| Type of Experience | Full Time          |
| Tenure             | 2020               |

#### **Description                      Duties Performed:**

1. Daily Case History of patient.
2. Provide Medicine for poor Patient.
3. Arrange Free Blood Camp in University of Sargodha.
4. Arrange Free Medical Camp in City Sargodha.
5. Fund Raising for poor patient.

### **Shadab Training Institute Sargodha (Special Education Center)**

|                    |                                      |
|--------------------|--------------------------------------|
| Organization Type  | Govt                                 |
| Designation        | Field Instructor(social case worker) |
| Location           | Sargodha, Pakistan                   |
| Type of Experience | Full Time                            |
| Tenure             | 2020-2021                            |

#### **Description                      Duties Performed:**

- Maintane Attendance
- Teach Abnormal Student
- Arrange Free Awareness Camp
- Arrange Donation Camp on different places
- Fund Raising for poor children
- Cocduct Seminars at University level to show special children Talent

### **Helper Association for the Blind (Sargodha)**

|                    |                    |
|--------------------|--------------------|
| Organization Type  | Semi Govt          |
| Designation        | Volunteer Member   |
| Location           | Sargodha, Pakistan |
| Type of Experience | Full Time          |
| Tenure             | 2022-Still         |

#### **Duties**

- Leading
- Arrange different programs at Universities & colleges level
- Collect Donation from different Organization
- Conduct Seminars, provide White Stick and Wheel Chairs to Blind people
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### **Reference**

Will be provided on demand