**Curriculum Vitae**

**SHARAFUDDIN**

**Cell:** 03333786091

**Email:** [sharafudin.gpp@gmail.com](mailto:sharafudin.gpp@gmail.com)

**Address:** Satellite Town, Mola Hana Gul Kakra Colony Quetta.

**Career Objective:**

My Career Spans Over 7 Years, Which Included School Teachers, Bancassurance Sales Officers, Office Assistants, Learning Associate With National & International Organizations, Governance and Policy Projects. The World Bank in Baluchistan.

**Personal information**

Fathers Name: Mohammad Siddique

C.N.I.C 54400-9489489-7 Date of Birth: 02-02-1990

Marital Status: Married

Religion: Islam Nationality: Pakistani

Local: District Killa Abdullah

**Academic Qualifications**:

**2014** - M.sc, (Statistics) the University of Baluchistan.

**2012** - B.sc (Math A+B, Statistics) University of Baluchistan.

**2010** -F.sc (Pre-Eng.) BBISE, Quetta Baluchistan.

**2007** - Metric (Science) BBISE Quetta Baluchistan.

**k Experience**

**Designation:** Learning Associate **1 July 2021 to 30th June 2023**

**Governance and Policy Project (The World Bank / MDTF) Baluchistan.**

Major Responsibilities:

* Assist Gender & Learning Specialist (G&LS) in overseeing the implementation of the Learning Interventions Implementation Strategy Particularly the GPP Procurement Immersion Plan.
* Contribute significantly to achieving the target set out in the Learning Interventions Implementation Strategy / Contribute to the implementation of interventions that include; providing coordination support to the Procurement Immersion Plan/Project Appraisal Document of GPP.
* Facilitate G&LS in developing and maintaining all necessary documentation in the smooth implementation of all learning interventions through the Governance and Policy Project including the Procurement Immersion Matrix.
* Be reachable /facilitate through phone calls, email, and WhatsApp to address clarifications, queries, miscomprehension, and any other support regarding the Procurement Immersion Plan particularly World Bank Mass Open Online Courses (MOOCs)
* Develop, maintain, and actively participate in a dedicated WhatsApp group for Learning interventions and Procurement Immersion Matrix.
* Assist G&LS in timely learning intervention management, administrative arrangements, execution, and smooth completion.
* Facilitate G&LS in timely Smart monthly, bi-annually, and Annual report preparation and submission
* Collect the data; learn interventions nomination, maintain Excel database, keep records and timely report.
* Provide support to G&LS in timely coordination with admin and Finance sections of GPP in arranging travel & reimbursement cases as and when needed.
* Compile and maintain all learning records in soft and develop and maintain a database for readily reporting on a monthly basis.
* Coordinate any other learning activity and TA of GPP with the beneficiary department.

**Designation:** Office Assistant **22nd May 2017 to 30th June 2021**

**Governance and Policy Project (The World Bank / MDTF) Baluchistan.**

Major Responsibilities:

* **Scheduling Greeting and directing visitors, answering phone inquiries, and handling complaints in a courteous, professional manner**
* **Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times**
* **Occasionally traveling off-site to deliver reports or files to other departments**
* **Ensuring the confidentiality and security of files and filing systems**
* **Coordinating schedules, arranging meetings, distributing memos and reports, and ensuring that everyone is kept current with necessary company news and information**
* **Operating copy equipment, fax machines, printers, or other equipment necessary Meetings and sending meeting invites to attendance.**

**Designation:** Bancassurance Sales Officer (BSO) **24th Oct 2016 to 21st May 2017.**

**Habib Bank Limited.**

Major Responsibilities:

* **Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones**
* **Contact potential clients and create rapport by networking, cold calling, using referrals, etc.**
* **Collect information from clients on their risk profiles in order to offer them the proper solution**
* **Prepare reports to shareholders on the success of your business endeavors**
* **Retain continuous awareness of transactions, sales, and terms and keep relative records**
* **Frequently replenish job-specific knowledge and apply it in the field**
* **Fulfill all company-established policy obligations.**

**Designation:** Science Teacher Mar 2015 to Mar 2016

**Blue Sky School**

Major Responsibilities:

* **To plan and prepare appropriately for the assigned courses and lectures**
* **To conduct assigned classes at the scheduled times**
* **To demonstrate competence in classroom instruction**
* **To implement the designated curriculum completely and in due time**
* **To plan and implement effective classroom management practices**
* **To design and implement effective strategies to develop self-responsible/independent learners To engage students in active, hands-on, creative problem-based learning**

**Training:**

* **Governess And Policy Project (GPP) Baluchistan In Collaboration With Directorate General Treasuries And Account Baluchistan (DGTA) Quetta.**
* Governess & Policy Project (GPP) Baluchistan for Support and Participation In The Citizens Per-Budget Consultative Workshop 2020-2021 in Pishin Division.
* Governess & Policy Project (GPP) Baluchistan for Support and Participation In The Citizens Per-Budget Consultative Workshop 2019-2020 in Sibi Division.
* Governess & Policy Project (GPP) Baluchistan for Support and Participation in The Citizens Per-Budget Consultative Workshop 2018-2019 In Finance Department.
* 5 days Basic IT Concepts, Practices & Ombudsman Complaint Management Information System Conducted at Provincial Ombudsman Secretariat Baluchistan Quetta
* 3 days Jubilee Family Takaful Training in Quetta

**Skills & Technical Awareness:**

* **Research (Qualitative & Quantitative)**
* **Proposal Development, Data Collection & Analysis, Drafting & Report Writing**
* **In Field Monitoring & Evaluation Competencies.**
* **Team Building and Group Dynamics**
* **Conduct and Organize Workshops, Training Programs & Presentations**
* **MS Windows, MS Office, Urdu In-Page, Adobe Photoshop, Associated Operation of H/W and Computer Peripherals**

**Internship:**

* **Reading; Research works through internet browsing and surfing the English Language.**
* **Internship program with youth Affairs**.

**Languages:**

**Language Speaking Writing Learning**

English Excellent Excellent Excellent

Urdu Excellent Excellent Excellent

Pashto Excellent Excellent Excellent

**References:**

1. Mr. Mehfooz Ali Khan

Ex-Secretary- Finance Government of Balochistan

Contact # 0300-3871373

1. Mr. Rashid Razzaq

Coordinator – GPP Balochistan

Contact # 0333-7839357

1. Mr. Dawran Baseer

Financial Management Specialist

GPP – Balochistan

Contract # 0333-2332787