



AMBREEN IMRAN

PROJECT MANAGER/ PROGRAM OFFICER

ABOUT ME

I have a strong focus on program development, management, and community impact. My proficiency in fundraising, grant writing, and budget oversight ensures financial sustainability and growth. My leadership, data driven decision making, and commitment to community driven initiatives have consistently driven program

EDUCATION

DEGREE	INSTITUTE	PASSING YEAR
Bachelor (Hons) in Soc	University of Sindh	2015
Intermediate	Govt. Girls Degree College	2011
Matriculation	Global Public High School	2009

PROFESSIONAL EDUCATION

Diploma in Graphic Designing	National Vocational and Technical Training Commission NAVTTC	2018
Certificate in English Language	PACE The Fastest Track	2011
Diploma in Information Technology	ITC Information Technology	2018

CAREER HIGHLIGHTS

- A discipline Program Manager with 5 years of Professional Experience in the Non-Profit sector
- Completed 9 different Trainings and Workshops
- Operate Office Automation very well
- Master Trainer/ Social worker
- Office (Filing, Documentation, basic office equipment, faxes or scanner)
- Completed English Language course, DIT Course and Graphic Designing

WORK EXPERIENCE

Program Officer

Baanhn Beli - Mirpurkhas

Aug 2021 – May 2022

- Assist the Project Coordinator for the implementation of activities
- Vulnerability mapping to profile tehsil/sub-district level vulnerable groups
- Pandemic Governance monitoring to make evidence-based pandemic Recommendations and findings.
- "Consciousness Rising. Challenging the status Quo" human-interest stories, production of stories/news items of trained journalists, and where needed with universities for innovative ideas to curtail vulnerability!
- Assist the Project Coordinator to train the hired volunteers on Vulnerability Mapping, Pandemic Governance Monitoring and engage relevant stakeholders for proposing reforms/corrective actions.

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SKILLS

Drawing

Calligraphy

Operating Internet

Applications

Operating MS-Office System

Adobe Window 7,8 and 10

Adobe Photoshop

Adobe Illustrator

WORK EXPERIENCE

Project Officer

Grass-root Organization for Human Development - Lahore July 2020 – June 2021

- Exposure visits for Children and conduct Workshop Worker Training
- Schedule line meeting and Planning on Protection of Street Children
- Create success stories (on health and hygiene, puppet show, Garbage collecting community, GODH Naya Din School Children)
- Create baseline – Pre/Post Questioner
- Compiling Child rights movement project reports on daily and monthly basis
- Assisting and supporting project manager
- Prepare presentation for scheduling sessions, workshop and Trainings
- Delegate tasks to team members
- Track and communicate project risks and opportunities
- Looking for ways to increase the project's profitability and reduce expenses where possible

Field Monitor

APEX Consulting

June 2017 – March 2020

- To Participate in Training of Training Field Monitors
- Conduct Field Monitor as per given Target
- To Monitor Documents and report field activities without disturbing field team
- To record and report best practice from field

Master Trainer

1st Aug 2020 – 31st Aug 2020

- ECI (Empowering Thru Creative Integration) Pvt.Ltd
- To module design through activities and role plays
- An Exposure visit for all trainees conducted on the last day of Training
- Trainees identify their business type and learnt their possible solutions
- To implement designated curriculum completely conducted 6 days training per village
- To plan and implement effective MFIs meetings

Professional Trainings and Forums

- 4 days Training by Center for peace & civil Society (2013)
- Certified 6 months' Active citizen program by British Council (2013-2014)
- One-day Sanitization Workshop on Hap Principles and Disaster Reporting by Oxfam (2014)
- Two days training workshop on Democracy by UNDEF (2014)
- One-day workshop on CV writing and Interview skills by Indus Youth Development Skills (2014)
- Two workshop on Importance of local government system by RDF training resource center (2015)
- Three days training on Peace & Harmony by Sindh Community Foundation (2015)
- Two days Training workshop on Media & Advocacy Campaigning Skills by PODA and US Embassy (2018)
- 4 Months Plantation in university of Sindh, Jamshoro
- 4 Months Solved girl's sanitization problems Social Work Department
- 4 Months Meeting with drop out student's families convinced them to go to school back Jamshoro
- 2 Days Collected up to 1 Lack rupees for Thar Effected from Sindh University represent Department of Social
- 1 Day Attended Breast Cancer session in Gender Studies Department
- 1 Day Attended International Women Day Department of Social Work
- 1 Day Attended World Social Work Day
- 1 Day Attended Session with Ilam Possibles

WORK EXPERIENCE

Agha Khan University,

Centre of Excellence in Women and Child Welfare 1st Nov 2018 – 31 Dec 2018

- Explain the purpose of the study to the pulse Oximetry of the project titled Umeed-e-Nau
- Identify eligibility subjects in target households
- Attend project related training sessions
- Report update about community-based activities and any problems experienced
- Any other task as assigned by the supervisor

Research Associate

Department of Sindh Development Studies Centre,

University of Sindh Jamshoro 12 July 2018 – 12 Oct 2018

- Require to undertake Improved Land Tenancy in Sindh Province (Survey in rural areas)
- 110 days' period of Survey areas of Jamshoro, Matiari, Tando Muhammad Khan, Tando Allahyar, Mirpurkhas, Sujawal, Dadu and Larkana.
- Focus Interviews of farmers as well as recording the data on questionnaires

Teaching Assistant

University of Sindh Jamshoro 1st Jan 2018 – June 2018

- Help lead teacher to create lesson plans, overseeing lesson preparations, revise lesson material with students/group
- Work with the lead teacher to Monitor the schedule, getting material already
- Attend all training classes, Parent conference and faculty meetings
- Collaborate with lead teachers to recognize issues students are facing and recommended Internship

Intern Administrator

UNDP GEF Small Grants Program July 2016 – July 2017

- Preparing invoices, research, editing letters and mails
- Prepare budget and office reporting
- Arranging travel and seminars, guest list others
- Maintain folders on servers

Strengthening Participatory Organization June 2015 – Aug 2015

- Orientation of social development field
- Definition of civil society, its players and scope.
- Development Concepts.
- Research Methodology.
- Practically field work for data collection and compilationolutions

TRAININGS CONDUCTED

- Two Days Training for Champions of Change on Gender Based Violence, Facilitation Skills
- Advance 6 Days Capacity Strengthening Business Women in District Chachro, Tharparkar, Nagar Parkar
- Conducted 3 days Training on Psychosocial Wellbeing & Stress Management