

Contact:

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CURRICULUM VITAE

JAWAD AHMED SOOMRO

⇒ **Career Objective:**

I am an enthusiastic and dedicated professional with experience in INGO & NGO, A proactive individual, computer literate with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

Seeking for a challenging and target oriented job in a dynamic organization of repute, which provides learning opportunities and career growth.

⇒ **Personal:**

• Father's Name:	Muzafar Ali Soomro
• Date of Birth:	12 TH October 1975
• N.I.C No:	43304-7936401-1
• Domicile:	Shikarpur (Sindh)
• Marital Status:	Single
• Religion:	Islam
• Nationality:	Pakistani

⇒ **Educational:**

- **Masters of Arts(Economics), 2007. 2nd Division.**
From: S.A.L Commerce & Arts Degree College SHP, S.A.L University Khairpur
- **Bachelor of Science (Pass), 1997. 2nd Division.**
From: C & S Degree College SHP, Shah Abdul Latif University Khairpur
- **HSSC (Intermediate Pre – Engineering), 1993. “C” Grade.**
From: C & S Degree College Shikarpur, B.I.S.E Sukkur
- **SSC (Matric Science), 1991. “C” Grade.**
From: Govt. Shah Abdul Latif High School Shikarpur, B.I.S.E Sukkur
- **Typing (40 wpm) “A” Grade.**
From: Sindh Commercial Center Shikarpur, S.B.T.E Karachi
- **Bachelor of Education- B.Ed 2014-15. 1st Division**
From: Shah Abdul Latif University Khairpur

⇒ **Computer:**

- **DIT (Diploma of Information Technology) “A” Grade, From Sindh Board of Technical Education Karachi**

⇒ **Career History:**

- **Worked as a “Project Coordinator” Electoral Quality and Inclusiveness in Pakistan- EQUIP Project @ Takhleeq Foundation from 16th June 2023 to 31st October 2023 at Province Sindh.**

- *Worked as a “Supervisor” @ Organization for Human Development- OHD from 02nd January 2023 to 15th May 2023 at Province Sindh for collect data on Climax Change assessment funded by KANTAR Research Organization.*
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- *Worked as a “Program Manager” @ Organization for Human Development- OHD from 03rd January 2022 to 31st December 2022 at Larkana Region.*
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- *Worked as a “Field Monitor” in MR Campaign @ Tameer-e-Khalaq Foundation- TKF from 27th October 2021 to 30th November 2021 at District Shikarpur*
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- *Worked as a “Coordinator” @ Innovative Development Strategies- IDS Islamabad in “Operations Review of National Rollout of National Socio-Economic Registry- NSER Update” from 07th October 2018 to 31st August 2021 at District Shikarpur, Kashmore, Kamber Shahdad kot, Larkana, Ghotki & District Matiari.*
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- *Worked as a “Constituency Coordinator” @ Goth Seengar Foundation- GSF in CVP- Cycle No.13 Citizens Observation for Transparent and Accountable Election in Pakistan, from 30th May 2018 to 30th September 2018 at NA- 198 District Shikarpur*
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- *Worked As a “Supervisor” in Multi Topic Targeting Survey, Conduct by; Innovative Development Strategies- IDS Islamabad, from 15th April 2017 to 31st May 2017 at District Sukkur*

⇒ **Training**

Attend Ten Days Training Workshop at Pak Continental Hotel Islamabad from 16th to 25th April, 2017

⇒ **Responsibilities:**

- *Logistical arrangements comprising travel, boarding and lodging and crises management.*
 - *Discipline of the enumerators.*
 - *Availability of the selected and trained enumerators for the complete duration of the survey.*
 - *Timely completion of survey as per the given schedule.*
 - *Motivation of enumerators for quality data collection.*
 - *Conduct of proper listing activity including GPS coordinate recording.*
 - *Provision of assistance to IDS Monitors(s) in the conduct of Focus Group Discussions (FGDs)*
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- *Worked as a “Team Leader” in ACTED, Nutrition Assessment Survey at District Kandhkot @ Kashmore, from November 2016 to January 2017*

⇒ **Responsibilities:**

- *Discipline of the enumerators.*
 - *Availability of the selected & trained enumerators for the complete duration of the survey.*
 - *Timely completion of survey as per the given schedule.*
 - *Motivation of enumerators for quality data collection.*
 - *Provision of assistance to conduct of Focus Group Discussions (FGDs)*
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- *Worked as a “ District Coordinator” @ Kainat Development Association- KDA in CVP Cycle No.08 Cluster-1 Sindh, from September 2015 to May 2016*

- ⇒ **Responsibilities:**
- Responsible for all Citizen Voice Project (CVP) related activities and correspondence in assigned district.
 - Responsible for effective execution of project activities in assigned district and management of the project team and volunteers
 - Provide assistance to Project Manager and Project Coordinator in identifying key personnel's who will be the members of District Electoral Reforms Group (DERG) and volunteers for conduction of the research work.
 - Conduct interviews of District Election Commissioner, Delimitation Commission Member Interview and interviews of the office bearers of five political parties, Meetings with district level MNAs & MPAs
 - Responsible for all the administrative task of project activities, meetings, trainings and events of assigned district.
 - Responsible for DERG and volunteers groups' project orientation and conduction of regular meetings
 - Prepare narrative report of project activities
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- Worked as a "Coordinator" in USAID's Entrepreneurs Project Regular Performance Monitoring/Evaluation Survey 2013-14. Conduct by; Innovative Development Strategies-IDS Islamabad, from 1st Jan 2014 to 28th Feb 2014 at 10 Districts of Sindh
Badin, Dadu, Karachi, Newshehro Feroz, Khairpur, Larkana, Shikarpur, Sanghar, Sukkur, Ghotki

⇒ **Training** Attend Five Days Training Workshop at Pak Continental Hotel Islamabad from 23rd to 27th December, 2013

- ⇒ **Responsibilities:**
- Logistical arrangements comprising travel, boarding and lodging and crises management.
 - Discipline of the enumerators.
 - Availability of the selected and trained enumerators for the complete duration of the survey.
 - Timely completion of survey as per the given schedule.
 - Motivation of enumerators for quality data collection.
 - Conduct of proper listing activity including GPS coordinate recording.
 - Provision of assistance to IDS Monitors(s) in the conduct of Focus Group Discussions (FGDs)
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- Worked as a "Coordinator" in Innovative Development Strategies- IDS Islamabad, Benazir Income Support Program (BISP) Payment Spot Check & Case Management Survey Project at District Larkana, from 10th Oct 2013 to 25th Nov 2013.

⇒ **Training** Attend Three Days Training Workshop at OHD Office Shikarpur Sindh from 12th to 14th October, 2013 on BISP Payment Spot Check & Case Management

- ⇒ **Responsibilities:**
- Responsible for overall management, administration and supervision of the district level.
 - Monitor office and field staff and activities.
 - Ensure transparent financial management, implement policies and procedures.
 - Evaluate the performance of the subordinate staff.
 - Responsible for community facilitation & encouragement.

- Worked as a “District Training Coordinator” DTC in CHIP Training and Consulting-CTC & Empowerment Thru Creative Integration-ECI for planning and implementing training activities for polling staff at district level for forthcoming General Election 2013 by IFES from 28th March to 31st May 2013.

⇒ **Training**

Attend Two Days Training Workshop at Pearl Continental Hotel Karachi from 28th to 29th March, 2013 for implementing training activities

⇒ **Responsibilities:**

- Develop strong liaison with ECP staff and other relevant stakeholders for ensuring the proper implementation of training activities.
- Obtain list of polling staff well before Election Day and develop a comprehensive training plan based upon the polling staff list provided by ECP staff.
- Logistical support vis-à-vis identification of relevant venues, vendors and training implementation;
- Support with sending out invitation letters to participants etc.
- Providing orientation of the MT about the training plan, management of training workshops including training venues dates of the trainings, quality of the trainings and training materials.
- Identification and selection of appropriate training venues for the polling staff with the close coordination of ECP staff.
- Monitor training workshop along with ECP staff and external monitoring and evaluation firm.
- Proper filling the reporting formats and sharing it with Div TC and preparing a final training report of the district.

- Worked as a “Coordinator” in “Entrepreneurs Baseline Survey” in Hand Embellished Fabrics- HEF & Dairy sectors Conduct by; Innovative Development Strategies- IDS Islamabad, from 16th Oct 2012 to 15th Jan 2013 at 11 Districts of Sindh
Karachi, Hyderabad, Thatta, Sanghar, Larkana, Noushehro Feroz, Dadu, Khairpur, Shikarpur, Sukkur, Ghotki

⇒ **Training**

Attend Six Days Training Workshop at Pak Continental Hotel Islamabad from 08th to 13th November, 2012 on “Entrepreneurs Baseline Survey” USAID Entrepreneur Project HEF & Dairy Sectors

⇒ **Responsibilities:**

- Logistical arrangements comprising travel, boarding and lodging and crises management.
- Discipline of the enumerators.
- Availability of the selected and trained enumerators for the complete duration of the survey.
- Timely completion of survey as per the given schedule.
- Motivation of enumerators for quality data collection.
- Conduct of proper listing activity including GPS coordinate recording.
- Provision of assistance to IDS Monitors(s) in the conduct of Focus Group Discussions (FGDs)

- Worked as a “District Supervisor” in Third Party Validation of Citizen Damage Compensation Program (CDCP) through Assessment & Strengthening Program (ASP) Rural Support Program Network (RSPN) from 15th December, 2011 to 28th February, 2012 at District Shikarpur.

- ⇒ **Training:** *Attend Four Days Training Workshop at Red Carpet Hotel Sukkur from 25th to 28th November, 2011*
- *Interviewing & Communication Skills*
 - *Deployment Plan*
 - *Management, Monitoring & Logistics*
- ⇒ **Responsibilities:**
- *Responsible for overall management, administration and supervision of the district level.*
 - *Monitor office and field staff and activities.*
 - *Ensure transparent financial management, implement policies and procedures.*
 - *Evaluate the performance of the subordinate staff.*
 - *Responsible for community facilitation & encouragement.*
 - *Representative at community level ensuring good stewardship of all inputs*
 - *Meeting with line departments and other NGOs representative whenever required*
 - *Maintain record of documentations and filings*
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- ***Worked as a “Data Entry Officer” in Participatory Development Initiative [PDI] in WASH Project, with OXFAM GB from 06th July, 2011 to 30th September, 2011 at District Shikarpur.***
- ⇒ **Responsibilities:**
- *Entered & Manage all projects Data*
 - *Maintain all office Documents Record & Filling*
 - *Daily Report of all updated Data to Team Leader through E-mail*
 - *Computer Networking of Office Computers*
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- ***Worked as a “MIS & Logistics” in Johanniter International Assistance “Shelter Project” with International Organization for Migration (IOM) from 31st March, 2011 to 5th July, 2011 at Kashmore @ Kandhkot District.***
- ⇒ **Responsibilities:**
- *Maintain all Office Record Documentation & Filling*
 - *Responsible for preparing data entry and confirmation*
 - *Responsible for planning and scheduling appropriate modes of transportation based on daily needs*
 - *Billing and Collections*
 - *Handles other related tasks as required*
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- ***Worked as a “Data Entry Officer” in Participatory Development Initiative [PDI] in EFSL Project, with OXFAM GB from 15th August, 2010 to 08th March, 2011 at District Shikarpur.***
- ⇒ **Responsibilities:**
- *Entered & Manage all projects Data*
 - *Maintain all office Documents Record & Filling*
 - *Daily Report of all updated Data to EFSL Team Leader through E-mail*
 - *Computer Networking of Office Computers*
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- ***Worked as a “MIS Officer” in Watan Foundation from 21st September, 2009 to 31st July 2010 at District Jacobabad.***

- ⇒ **Responsibilities:**
- Perform system diagnosis, repair and updates to ensure data integrity; and reliability of automated tasks.
 - Resolving problems with printers, fax machines and networks.
 - Provide instruction to staff on the use of computer applications & systems.
 - Ensure routine backups are performed as outlined by the Backup & restore Manual.
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- Worked as a “District Coordinator” in Aurat Foundation for women’s participation in Local Government & political education & their help during election campaign 2005 at District Shikarpur.

- ⇒ **Responsibilities:**
- Responsible for overall management, administration and supervision of the organization.
 - Monitor office and field staff and activities.
 - Ensure transparent financial management, implement policies and procedures.
 - Evaluate the performance of the subordinate staff.
 - Responsible for community facilitation & encouragement.
 - Representative at community level ensuring good stewardship of all inputs
 - Arrange community workshops and community meetings
 - Meeting with line departments and other NGOs representative whenever required
 - Maintain record of documentations and filings
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- Worked as a “Representative” in National Data Base & Registration Authority (NADRA) For 01 Year at District Shikarpur.

- ⇒ **Responsibilities:**
- Introduce a “CNIC” Computerized National Identity Card in Communities
 - Provide Awareness about CNIC
 - Filling CNIC Form on door to door
 - Verification of Candidates
 - Submit forms to NADRA Authorities
 - Distribution of CNIC
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⇒ **Language:** English – Urdu – Sindhi

⇒ **Interests:** Book Reading, Computer, Social Activities.

⇒ **Hobbies:** Social Activities.

⇒ **References:** Would be furnished on demand.