Mairajuddin Mahar

**Experience** 7 years

**Current salary 70000**

**Created CV at** 11th October, 2017

**Last modified** 25th January, 2024

I am development practitioner working with national and local NGOs in Pakistan. I have been engaged in advocacy and research work in the areas of capacity building, advocacy, community mobilization, women development, gender, gender based violence, institutional development, land rights, human rights and disaster management and Strong Coordination with Civil Society Organization and Community Based Organization.

# Personal Information

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| **Email** | mairajmahar55@gmail.com | **Date of birth** | 12th January, 1989 |
| **Contact No#** | +923342909686, 03133446148 | **Gender** | Male |
| **CNIC #** | 43303-7450423-9 | **Domicile City** |   |
| **Country** | Pakistan | **City** | Sukkur |

**Address** House No 77/2 Qureshi Goth Road Sukkur.

# Education

## SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

M.A Sociology (792/1500)

## Professional Social Science

2009 - 2011

 Master in Sociology

## BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SUKKUR

INTERMEDIATE (586/1100)

## Science

2007 - 2008

## BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, LARKANA

MATRICULATION (485/850)

## Science

2005 - 2006

# Experiences

##  SINDH RURAL PARTNER ORGANIZATION

**FIEDL COORDINATOR**

## From 14/02/2022 to 31/03/2023

1. Ensure proper support in project planning, implementation, monitoring and coordination to achieve the project objectives, goals and specific targets
2. Responsible for stakeholder coordination and staff management with standards and procedure of the organization 3.Ensure proper Projects documentation as per agreed protocols
3. Ensure proper monitoring and analysis of the project activities and report accordingly
4. Provide required support to project staff in planning activities and develop databases, reports etc. Encourage for capacity building and utilization of capacities for project objectives at maximum level. 6.Develop and share monthly /quarterly/ progress of the project and share with the Project Coordinator 7.Responsible to maintain project files and records at the project office

8.Facilitate inter-community dialogues and discussions to enhance mutual understanding and cooperation. 9.Support project initiatives, ensuring timely delivery, budget compliance, and successful outcomes.

## CHARTER FOR COMPASSION PAKISTAN

**COORDINATOR**

## From 27/07/2020 to 25/01/2022

he/ He shall serve as focal person in school for stakeholders.

Performs administrative tasks for the day-to-day management and coordination of activities.

Monitor regularly and ensure that the teachers follow curriculum planner, time table and lesson plans

Prepare class timetables and a plan for assigning substitute teachers in case of absence of designated teacher in a class Coordinate in-school placement arrangements and orient and assists new staff

Conducts community meetings particularly with parents of out of school and absent student as required in collaboration with Principal and SMC members.

Facilitate visits of partner organizations and maintained effective professional working relations with partners and stakeholders.

To collaborate with the Principal, Training Associate, Teachers and Head Office in the identification, support and monitoring of weak students and students with special needs

To plan and implement community engagement activities for the School Plan and organize the school special day celebrations

## KAINAAT DEVELOPMENT ASSOCIATE

**DISTRICT COORDINATOR**

## From 1/10/2017 to 31/12/2018

Group formation district level strategic planning, community vision, and

instructional improvements for electoral reforms

Approves and periodically reviews a district plan to build collaborative relationships with key stakeholders at all levels based on gaining support for student achievement as the districts top priority.

Models collaboration and trust.

Advocates district positions on Education issues with legislators and other state and local political leaders and keeps abreast of other state and national issues.

Advocates student achievement as a top community priority.

Ensures a climate of open communications at board meetings and throughout the district. Provides funding and resources for collaborative efforts.

## MANAGENMENT AND GOVERNANCE NETWORK ORGANIZATION

**DISTRICT COORDINATOR**.

## From 1/09/2015 to 31/8/2017

1. Coordinate and supervise the work of community mobilization teams in all the project field locations, including the preparation of the terms of reference, facilitation of recruitment and monitoring of work/results;
2. Ensure close and effective collaboration with all key stakeholders and ensure their active participation in all project activities and committees;
3. Ensure community participation includes the most vulnerable and marginalized groups;
4. Leads needs assessments in target areas to inform program development and implementation utilizing tools developed by the other project sections;
5. Supervise the preparation of training plans for field teams, stakeholders or focal points;
6. Promote the Project by providing substantive input for stories, articles and other PR activities in consultation with the Communication and Reporting Officer;

## COMMUNITY DEVELOPMENT FOUNDATION

**Monitoring OFFICER**

## From 1/1/2013 to 28/2/2014

1. Monitoring and evaluation of project implementation
2. Technical support to partner institutions, organizations and stakeholders in implementation of project activities

Project implementation support

1. Expected results: Monitoring and evaluation of project implementation
2. Monitor the implementation of the project work plans and activities and report on their timeliness and quality;
3. Undertake field visits to spot-check progress in implementation of the activities;
4. Provide input to drafting of various project reports on the assigned project activities (based on the monitoring and evaluation efforts);
5. Alert on any delays, problems and issues during project implementation and offer solutions;
6. Ensure active participation and interaction of various stakeholders in the project activities as per the work plans and objectives
7. Regular field visits to important project sites that would involve inspection of ongoing work, meeting with stakeholders, facilitation of project activities and similar;
8. Active participation in transfer of knowledge among relevant project stakeholders;

# Skill

## Flexibility Excellent

**Last used** 25th January, 2024

Thinking quickly to respond to sudden changes in circumstances. Persisting in the face of unexpected difficulties. Anticipating & responding positively to changing environments. Ability to adapt to change positively in response to changing circumstances. Taking on new challenges at short notice.

## Leadership Excellent

**Last used** 25th January, 2024

1. Feedback
2. Positivity
3. Active Listening
4. Delegation
5. Active Mind

## Project/Activities Planning Excellent

**Last used** 25th January, 2024

1. Negotiation
2. A basic understanding of events
3. Flexibility
4. Creativity.
5. Organizing and Mobilization

## Strong Coordination with Local NGO and CBO Excellent

**Last used** 25th January, 2024

1.Communication. 2.Time management.

3.Flexibility. Developing coordination skills also entails possessing the ability to change your plans and creating contingency plans when necessary.

3. Event organizing and Management 5.Coordination

## Accounting Skill Excellent

**Last used** -

Best Accounting Skill.

## Koobo Collect Excellent

**Last used** 19th October, 2022

I am very expert in Koobo Collect software, which I have used for data collection, surveys, and need-based assessments.

## Computer Skills Excellent

**Last used** 19th October, 2022

I am proficient at computer applications to meet offical requirements including MS Office [Word, Excel & Presentation].

## Monitoring Skill. Excellent

**Last used** -

## Communication, Mobilization, Motivation, managing. Excellent

**Last used** -

# Project

**Electoral reforms in Pakistan Citizen Voice Project by USAID** (Kainaat Foundation)

## District Coordinator

1st September, 2015 - 31 August, 2017

Strategic planning, community vision, and instructional improvements.

Approves and periodically reviews a district plan to build collaborative relationships with key stakeholders at all levels based on gaining support for student achievement as the district’s top priority.

Models’ collaboration and trust.

Advocates district positions on educational issues with legislators and other state and local political leaders and keeps

abreast of other state and national issues.

Advocates student achievement as a top community priority.

Ensures a climate of open communications at board meetings and throughout the district. Provides funding and resources for collaborative efforts.

## Accountability and Transparency of Health & Education Department by Citizen Voice Project USAID

(Community Development Foundation)

1st January, 2013 - 28th February, 2014

1. Support the assessment of the capacity-building needs of community-based stakeholders and provide support and resources to enhance their ability for community outreach and engagement with authorities.
2. Design and organize training sessions, workshops, and webinars to empower civil society and community-based partners.
3. Support and coordinate advocacy efforts in collaboration with civil society partners to mobilize youth and communities to influence policy change and raise awareness of key issues.
4. Support the development of and implement outreach plans to engage civil society stakeholders in activities related to the program.
5. Facilitate inter-community dialogues and discussions to enhance mutual understanding and cooperation.
6. Support project initiatives, ensuring timely delivery, budget compliance, and successful outcomes.
7. Support the monitoring of project progress, evaluate impact, and report results to senior management and stakeholders.

# References

## Faisal Hussain

**Field Communications Officer** *at* **HelpAge International** (5 years)

## Professional

faisal.hussain@helpagesa.org

+923081764414

## Dr. Irshad Ali

**Executive Director** *at* **Management And Governance Network Society** (-10 years)

**Personal** sindhmagnets@gmail.com 03003181146

## Ahmed Bux Channa

**Ceo** *at* **Kainaat Foundation** (8 years) **Professional** kainaatwa@yahoo.com 923337344282