

Muhammad Saud Khan



Internship

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🏠 New Bannu Chungi Hassa Kachi Paidn Khan, 29050 Dera Ismail Khan 📅 September 29, 2000

📍 Abdul Khel, Lakki Marwat 🧑 Male 🇵🇰 Pakistani

Education

Apr 2014 - Mar 2016

SSC

Muhammad Akram Khan School & College, Dera Ismail Khan
612/1100

Jun 2016 - Jul 2018

Intermediate

Govt. Higher Secondary School, Lakki Marwat
593/1100

Nov 2018 - Nov 2022

BS Political Science

Gomal University, Dera Ismail Khan
3.47 CGPA

Employment

Aug 2023 - Present

Internship

Islamic Relief Pakistan, Dera Ismail Khan

Community Engagement and Development:

- Conduct Broad-Based Community Meetings (BBCM) in project intervention areas to foster community involvement.
- Form, reactivate, and strengthen Village Organizations (VOS) based on pressing community needs.
- Strengthen Community Institutions (VOs) through Collaborative Management and Social Welfare Department implementation.

Planning and Agriculture Support:

- Formulate Village Development Plans in collaboration with concerned line departments.
- Facilitate Food Security and Livelihood Officer (FSLO) in establishing Walnut Producing Farmer groups (WFGs).

Cultural and Recreational Activities:

- Organize sports galas and cultural activities with guidance from senior project officers.
- Resolve conflicts within the target community through effective dialogue.

Beneficiary Identification and Inclusive Approaches:

- Identify beneficiaries for various project interventions in consultation with sector leads.
- Assist field engineers in identifying productive schemes and conducting social feasibility assessments.
- Facilitate joint account openings for committees.

Inclusion and Record Keeping:

- Ensure inclusion of vulnerable and marginalized groups in project interventions. - Maintain proper records of project activities at both community and office levels in both soft and hard forms.

Special Events and Health Sessions:

- Arrange special days (Global Hand Washing Day, World Toilet Day, etc.) and health hygiene sessions at community and school levels.
- Conduct regular meetings with community organizations, ensuring community ownership in project activities.

Monitoring and Evaluation:

- Provide data to maintain a regular database system for project monitoring and evaluation.
- Consult with the supervisor for appropriate adjustments in program design or implementation strategies.

Reporting and Documentation:

- Develop case studies and success stories reflecting project impacts. - Prepare daily, weekly, and monthly work plans.
- Perform regular field visits and submit related reports.

Adaptability and Collaboration:

- Be flexible in performing related duties and responsibilities as required.
- Undertake any tasks assigned by the supervisor as needed.

Skills

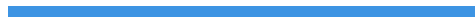
Ms Excel



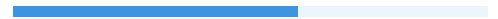
Ms Word



Ms Outlook



Ms Powerpoint



Documentation



Languages

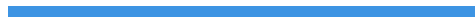
English



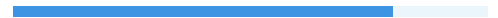
Urdu



Pashto



Saraiki



Hobbies

■ Book Reading

■ Exercise

■ Cricket

■ Exploring Culture

References

References available upon request.