



# RAMEEZ SHAFI

MANAGER & ADMINISTRATOR

Address : House no D-206, Phase II, Hashimabad Housing Society Makli, Thatta

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## Qualifications Summary

- M.A Sociology in 2<sup>nd</sup> class from University of Sindh
- Bachelor of Science in 2<sup>nd</sup> class from University of Sindh
- Higher Secondary Education in Pre-Engineering (B) Grade from University of Sindh
- Matriculation Examination Passed in (A1) Grade from Board of Hyderabad
- Primary Pass from Private School Little Bird Sujawal

## Computer Skills

- Office Automation
- Ms Excel & Ms Word
- PowerPoint Presentations
- Ms office Outlook & other tools
- Web Designing
- Photographic Creativity
- Digital Art work
- Web Browsing
- Email & Social Networks
- Financial Transaction & online Access
- Communication & Research

## Other Skills

- Data Analysis
- Copywriting
- Accounting
- Computer Languages
- Mathematics
- Graphic Design
- Planning / Event Planning
- Bookkeeping
- Communication
- Ability to Work Under Pressure
- Decision Making
- Time Management
- Self-motivation
- Conflict Resolution
- Leadership
- Adaptability
- Teamwork

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- Creativity
  - Hobbies
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## Experience

### CLUSTER MANAGER – THATTA REGION

2014 – Present

As a Cluster Manager working in a Progressive Education Network (PEN) is a non-profit company which provides quality education to underprivileged children across Pakistan.

#### Scope of Work:

Organizes, directs, controls and coordinates educational approaches and policies. Ensures schools logistics, facilities and administration up to the standard level approved by Board of Directors. Also, maintain and foster strong working relationships with all relevant authorities.

#### Key Responsibilities:

- Ensures the smooth functioning of PEN adopted schools.
  - Plays an active role in increasing enrolment and retention of students and decreasing drop out in PEN adopted schools.
  - Liaises with school council, community heads, education department, civil department to cultivate and strengthen co-ordination with them.
  - Performs the infrastructure gap analysis, verifies and presents the proposal for approval to fill the gap.
  - Identifies and resolves all the administrative issues in schools.
  - Ensures the timely availability of school supplies required.
  - Makes recommendations in schools HR planning and execution.
  - Supervises the tasks and duties of all sub-ordinates.
  - Visits and monitors PEN adopted schools on regular basis for checking of opening, break time, closing time and overall sanitation of schools.
  - Formulates and reviews budget of area office.
  - Surveys new schools for PEN adoption.
  - Disseminates all produced reports to Head office.
  - Responsible to work on any other task assigned.
  - Deeply monitoring infrastructure works in PEN adopted schools.
  - Coordination with contractors and suppliers for infrastructure works.
  - Coordination with primary and high school teachers unions with their related issues.
  - Make sure Implementation of syllabus chart in PEN adopted schools.
  - Surveys schools to identify need of construction, renovation, missing facilities, water sanitation and other support required.
  - Prepares estimates of infrastructural work and formulates work plan for the relevant projects containing site reports, designs and drawings for proposed changes and presents for approval.
  - Ensures quality of work and timely execution plan performs billing of civil works and reviews estimates.
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- Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations.
  - Maintains and upgrades records of all the civil works performed, reports and proposals.
  - Arrange interviews of candidates in PEN office Thatta.
  - Organize and arrange different occasion's functions & activities in PEN adopted schools, e.g. 14<sup>th</sup> august, Sindh cultural day. Color Day & Sports day.
  - Playing an active role for some PEN adopted schools which are currently not functioning in their own building to move them back.
  - Arrange meetings and discuss the schools infrastructure issues with education works dept.
  - One time in a month meeting with PEN Karachi team to discuss PEN Thatta schools issues and for submit bills.
  - Look other Ngo/organizations activities in Thatta schools & inform to the H.O
  - Providing good atmosphere for visitors to visit the PEN adopted schools.
  - Properly maintain stocks register.
  - During Assessments make the sets of subject of bundles of test papers with answer script & handover to the administration of schools.
  - Attendance and enrollment taken from school.
  - Efficiently Supervising Schools
  - Operations
  - Planning & Management
  - Performance
  - Leadership
  - Billing Process
  - To ensure efficient operation, high availability and scalability of the cluster
  - Allocating duties
  - Team performance
  - Preserving positive relationships with government teachers, officials, and schools
  - Mid-term Exams
  - Final Term Exams
  - Built a new building for GBPS Madrissa Hashmia Sujawal.
  - Opening of the recently built GBPS Madrissa Hashmia Sujawal building
  - Monitoring of PSP Schools of TMK and BSK for further improvement
  - Office Shifting
  - Data Collection
  - Update and share progress reports regarding schools with the KHI office.
  - Colgate Activity
  - Activities in the Academic Calendar in Schools
  - Invigilation of monthly test of PSP Schools of TMK and BSK
  - To ensure that papers making for midterm tests and final term exams are completed on time.
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- To ensure that test papers for midterm and final term exams are distributed on time.
- Monitoring of Mid-term exams and Final term exams
- Result sheet collection
- To ensure that report cards are distributed on time
- Implementation of Teacher Diary
- fulfill the requirement of Teacher Diary
- Distribution of result sheet format
- Collection of result sheet
- Results sheet compiling
- Rates Comparison Sheet for TMK and BSK PSP Schools
- Creating budgets and obtaining permissions for various types of work
- evaluating resumes, conducting interviews, and shortlisting potential individuals.
- Creating and implementing schools visit plan
- Teachers Training
- To ensure maximum participation of government teachers in the training.
- signing of government teachers on attendance sheet
- Visit of SEF team
- Capacity building of team members
- Manage Challenges
- Establish good governance, and contribute to organizational growth more effectively.
- Managing conflict
- Problems Solving

### **SUPERVISOR – SUJAWAL REGION**

**2011 – 2013**

As a Supervisor working in a National Rural Support Programme (NRSP) is a non-profit company which is the largest Rural Support Programme in the country in terms of outreach, staff and development activities.

#### **Scope of Work:**

To communicate organizational needs, employees' performance, provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.

#### **Key Responsibilities:**

- Communication
- Managing workflow.
- shifts and work schedules
- Evaluating performance and providing feedback.
- Helping to resolve employee issues
- Distributing work to employees.
- Leadership & team Management
- Maintain daily records.

- Monitor and evaluate staff performance
- Ability to solve problems

**ASST: PROGRAM OFFICER – SUJAWAL REGION****2008 – 2010**

As a Asst: Program Officer working in a Deewan Sugar Mills Limited (DSML) is a public limited company which engages in the production and sale of white crystalline refined sugar.

**Scope of Work:**

To coordinate with client department and ensure documentation and timely resolution of issues. Coordinate with client department for data/information collection as per specified Formats. Monitor the project to ensure timely generation of all project progress reports.

**Key Responsibilities:**

- Manage database of resource material, program information and statistical compilations
- Analyze program objective, process and data sources
- Assist program officer and cooperate with supervisor to organize program logistics in inter-department meetings and wide range program administrations.
- Facilitating communication between general staff and senior staff
- Sending and submitting documents to relevant parties
- Scheduling appointments
- Meeting with clients and customers, then relaying their concerns to the appropriate staff members
- Maintaining client files and accounts
- Maintaining an inventory of office supplies and placing orders when necessary
- Updating file systems regularly
- Preparing documentation for grants.
- Managing online resources.
- Managing the Program Manager's calendar.
- Processing payments for vendors and suppliers.
- Attending staff meetings and taking minutes.
- Responding to emails and answering calls.

**COMPUTER TEACHER – SUJAWAL REGION****2008 – 2008**

As a Computer Teacher working in a Perfect Computer Institute (PCI) is a private institute which provides coaching or training relating to computer software or hardware.

**Scope of Work:**

To educate students in a numerous technical and information technology (IT) related fields.

**Key Responsibilities:**

- Track Student Progress.

- Track Student Progress.
- Instruct Students
- Develop and implement computer-related curriculum
- Extensive experience in computer use and applications instruction
- Knowledge of computer networking concepts
- Programming language
- Delivering effective, engaging and inspiring teaching
- Teaching students and employees about technical topics such as computer systems, servers, network hardware, and workstations.

**WEIGHBRIDGE CLERK – SUJAWAL REGION****2007 – 2008**

As a Weighbridge Clerk working in a Larr Sugar Mills Limited (LSML) is a public limited company which engages in the production and sale of white crystalline refined sugar.

**Scope of Work:**

Recording and monitoring the weight of incoming and outgoing vehicles and materials

**Key Responsibilities:**

- Checking and logging drivers' details as they come in and out of the site.
- Weighing lorries when they arrive and leave.
- Completing inspection sheets.
- Booking other site visitors in and out.
- Updating records on computer systems.
- Answering phone enquiries.
- Dealing with other administrative tasks.

**WASTE CLERK – HUBCHOWKI- BALOUCHISTAN REGION****2005 – 2006**

As a Waste Clerk working in a NP Cotton private mills limited (NP Cotton) is a private limited company which produce cotton yarn of various qualities and counts for domestic and export market.

**Scope of Work:**

Recording and monitoring the waste of company.

**Key Responsibilities:**

- Updating records on computer systems.
- Answering phone enquiries.
- Dealing with other administrative tasks.
- Sorting & filing documents
- Monitoring

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**Trainings:**

- Teacher's Professional Development Program-TPDP Summer 2022.
- SPELT International Conference 2016 in the collaboration of Oxford University Press and Habib University at Iqra University.
- Education A Weapon of Change.
- Enhancing effective speaking skills.

- Tools to Manage Research Finding Gap & Literature Review.
  - Poster Presentations.
  - Promoting Diversity through English Language Teaching.
  - Directed reading Thinking Approach (DRTA)
  - Expanding the Horizons through Continuous Professional Development.
  - Students Education Success School Student Perception.
  - Literature for Language and Education Doubled edged sword.
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## Personal Info:

- Father's name: Mohammad Shafi
  - NIC #: 41408-9506876-5
  - DOB: 18-06-1991
  - Marital Status: Married
  - Domicile/PRC: Thatta
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## Courses & Certificates:

- MS Office
  - Basic Internet
  - Basic Adobe Photoshop 7.0
  - Basic Flash 8.0
  - Basic H.T.M.L
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## Hobbies:

- Reading Islamic Books, watching sports and news channels
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## References:

- References available upon request
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