

Curriculum Vitae Shad Muhammad Khan

CURRICULUM VITAE

<ol style="list-style-type: none"> 1. Name: Shad Muhammad 2. Date of Birth: April, 2nd 1987 3. Nationality: Pakistani 4. Place of residence: Pakistan 5. Contact #: +923349518939, 03459357037 	<ol style="list-style-type: none"> 6. Postal Address: Village Amri Khass, Dir Urban, District Dir Bala, Khyber Pakhtunkhwa, Pakistan 7. Emails: shadm345@gmail.com 8. Languages: Proficient in Urdu, English reading, writing, and Speaking Whereas understanding & speaking Pashtu, Hindko, and Punjabi also.
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9. Education

Institute	Degree	Score	Major Subjects
Abasyn University Peshawar (2013-15)	MS- Computer Science	3.13/4 CGPA	Software Engineering, Automata Theory, Data Base, Advance Computer, and others.
Islamia College University Peshawar (2010-2012)	Master- Computer Science	2.50/4 CGPA	Introduction to Computer, Statistic, Software Engineering, and data base, etc.
University of Malakand, Chakdara, KP (2008-10)	BSc. Computer Science	60%	Math, Statistic, Computer Science, etc.
Allama Iqbal Open University, Islamabad (2002-2004)	Bachelor- in Education	76%	School Organization, Evaluation Guidance & Research, Education Psychology and Curriculum, English, Teaching of Physics/Math, Perspective of Education etc.

10. Major Certificates Courses

<ul style="list-style-type: none"> • Information Technology • English Language • Monitoring & Evaluation • Livelihood Enhancement • Social Enterprise • Procurement process and procedures 	<ul style="list-style-type: none"> • Gender Mainstreaming • Health, Hygiene and COVID-19 • Project Management • Enterprise Development • Value Chain Development
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11. Career Summary-Key Areas of Expertise/Skills

<ul style="list-style-type: none"> • Project Management • Coordination & Collaboration • Community Driven Local Development • Emergency Responses • Participatory Planning tools 	<ul style="list-style-type: none"> • Combating Climate Change, Disaster Risk Reduction • Education (Access/Quality Improvement, Alternative Learning Pathways, Capacity Enhancement etc.) • Livelihood Enhancement & Enterprise Development • Trainer with good presentation, & communication skill • Health & hygiene
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12. Brief Summary of Work Experience

I have more than 08 years of professional experience of working in the fields of project management, coordination and collaboration, community driven development, social mobilization, education, and livelihood enhancement and enterprise development. I have experienced towards the engagement and management of relevant stakeholders from administration, and other line department during the implementation of projects at field level. I have worked with national, and international organization. The brief summary of my work experience is given below:

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Organization/Company	Title & Project	Donor	Duration
Hashoo Hunar Association (HHA)	Training officer Pakistan Community Support Program (PCSP)Report	World Bank	September 19 2023 to till
Hashoo Foundation	Education Officer - Upper Dir Education Quality Improvement Project	USAID-NPI EXPAND HAD	March 2023 to August 2023
	Community Development Officer (Education) - Upper Dir Education Quality Improvement Project	USAID-NPI EXPAND HAD	Sep, 12 2022 to Feb 28 2023
Secours Islamique France (SIF)	Data Analyst- Cash /Food for work program	World Food Program	Feb 2022 to Sep 10, 2022
Sarhad Rural Support Program	Team Leader/Livelihood Officer- Upper Dir Program Poverty Reduction Program	PPAF	Nov 2020 to May 2021
	Social Mobilizer- Upper Dir Dimension of Preventive Information in rural communities	UNICEF	Jan 2020 to Oct 2020
	Project Coordinator- Upper Dir NSER Survey Project	GOP	May 2019 to Oct 2019
	Education Officer- Upper Dir Program for Poverty Reduction	PPAF	April 2016 to May 2019

13. Detail Work Experience

Organization:	Hashoo Hunar Association (HHA)	Continue
Project	Pakistan Community Support Program (PCSP)Report	
Position	Training officer Peshawar	September 19 2023 to till

Major Tasks Achieved:

- Manage and facilitate training orientation sessions and develop training materials including, training schedule, pre and post assessments and work plan.
- Monitor projects/ skills development trainings and coordinate with resource persons/ trainers.
- Developing & implementing scheduled classes as per time table for various trades.
- Update and cross verify the data of trainees on MIS.
- Prepare monthly stipend register for disbursement of trainees' stipend.
- Ensure development and execution of daily, weekly and monthly work plans and ensure the compliance of agreed objectives.
- Maintain effective communication with trainees regarding the progress and developments.
- Prepare detail implementation plan (DIP) for all the projects
- Facilitate newly inducted trainees, arrange and conduct orientation sessions.
- Ensure timely reporting (weekly, monthly, quarterly and annual – both qualitative & quantitative)
- Facilitate M&E and Third-Party Monitoring teams and ensure the provision of relevant records.
- Ensure timely compliance of observations and take remedial measures to improve the quality of services.
- Ensure timely registration of trainees with relevant examination/certification agency.
- Complete the trainees' record pertaining to their registration and certification with certification agencies including NAVTTC and TEVTA etc.
- Develop and share success stories and case studies for review and further dissemination.
- Report any untoward incidence to senior management for immediate action.
- Ensure effective relationship with the management of PC hotel.
- Ensure enrolments of target trainees in upcoming projects
- Any other tasks are given from time to time.
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Organization:	HASHOO FOUNDATION	Continue
Project	Education Quality Improvement Project (EQUIP)-USAID NPI EXPAND HDA	
Position	Education Officer- EQUIP Upper Dir	March 2023 to till
Major Tasks Achieved:		
<ul style="list-style-type: none"> • Project Planning: Developed a field implementation plan that outlines the project's objectives, scope, deliverables, timelines, and budget. This plan is aligned with the goals and requirements set by USAID-NPI EXPAND HDA and ensure compliance with their policies and guidelines • Stakeholder Engagement and Management: Identified and engaged relevant stakeholders, including government officials i.e., District Education Officers, Tehsil Chairmans, school administrators, teachers, students, parents, and community members. • Monitoring, Evaluation, and Learnings: Established robust monitoring and evaluation mechanisms to track project progress and assess its impact on the basis of key performance indicators (KPIs) and implement data collection systems to measure the project's effectiveness. • Information Education & Communication Material: Provided inputs during the development of Information Education & Communication (IEC) material in collaboration of project team. • Capacity Building: Designed and implemented capacity-building programs (plan, manual, modules, material etc.) for education professionals, including teacher training workshops on content and pedagogy, curriculum development related to teaching learning material, and pedagogical support. Fostered the transfer of knowledge and skills to improve teaching methods, student learning outcomes, and overall education quality. • Risk Management: Identified potential risks and developed mitigation strategies to minimize their impact on project activities. Regularly assessed risks, monitored their status, and implemented contingency plans when necessary. Ensured compliance with Hashoo Foundation's risk management protocols. • Reporting and Documentation: Prepared regular progress reports, field activity report, and other relevant document as and when desired. • Collaboration and Networking: Fostered collaboration and partnerships with relevant organizations, institutions, and stakeholders in the education sector. • Built teacher's network and encouraged teachers to share their resources and knowledge. • Evaluated student's abilities and interest through aptitude assessment, interview and individual planning. • Collaborated with teachers, administrators, and parents to help students succeed. • Ensured delivery of teaching learning material at school level for their use during teaching learning process. • Delivered classroom guidance lessons on topics, such as bullying and planning for future aims. • Focused on helping students develop skills, such as decision-making and study skills. • Gathered, Analyzed, and evaluated data and using it to plan and manage services, projects, and systems. • Any other task that assigned by the project manager. 		
Organization:	Hashoo Foundation	6 Month
Assignment:	Education Quality Improvement Project (EQUIP)-USAID NPI EXPAND HDA	
Position/Title :	Community Development Officer (Education) Upper Dir	Sep 12 2022 to Feb 28 2023
Major Task Achievements:		
<ul style="list-style-type: none"> • Coordinated with local education department, head teachers, and members of parent teacher councils for awareness raising initiative about the enrolment of out of school children at school. • Collected information related school teachers, students' enrolment, missing facilities status, parent teacher council status from head teacher by using a baseline study assessment tool, approved by Donor. • Conducted class room observation of 100 targeted schools during the baseline study by using classroom observation tool. • Provided inputs during the mapping of schools for field level activities. • Arranged school-based enrolment walks in collaboration of local education department, PTC members, and local community activists. 		

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- Ensured participation of religious scholars in union council level meetings for the enhancing of their due toward the provision of enabling environment for the enrolment of out of school children.
- Mobilized communities towards the enrolment of out of school children through enrolment campaigns via community participation, information education and communication material, radio messages etc.
- Recorded Radio-messages on FM-Radio Upper Dir for the broader level of awareness raising campaign about the enrolment of out of school children and their retention.
- Ensured participation of trainee teachers during the training of content and pedagogical skills, and head teachers training on school development plan.
- Arranged PTC meetings, and oriented them about their roles, responsibilities during enrolment and retention of out of school children at school level.
- Encouraged potential community leaders towards their engagement in field level activities related to Education Quality Improvement project of NPI EXPAND HAD.
- Regular data management, record keeping, and documentation of field activities.
- Provided admin support to project manager during implementation of field level activities.
- Prepared and submitted field level activities reports to concern section.
- Completed all tasks assigned by project manager i.e., coordination with district education department, and other relevant stakeholders, participation of meeting chaired by district administration, etc.

Organization:	Secours Islamique France (SIF)	08 Months
Project:	Food for work program / World Food Program	
Position Title:	Data Analyst	Feb 2022 to Sep 10, 2022

Major Task Achievements:


- Established databases and analytical templates for data entry, summary, and presentation.
- Checked the quality of the data to be entered and inform the immediate supervisor in case of rectifications of errors.
- Calculated the time needed for data entry and keep your immediate supervisor informed of its progress.
- Entered data in agreed tools.
- Summarized the entered data in the form of a report.
- Checked and cleaned the entered data.
- Printing of Beneficiaries receiving sheets and Tokens
- Managing and Archiving of Project Files
- Elaborated statistics tables to sort and cross the data
- Proposed improvements in data collection.
- Filed the data collection tools and computer data;
- Saved the data entries regularly as well as the statistical results.
- Ensured backup all databases and project documents.

Organization:	Sarhad Rural Support Programme (SRSP)	1.2 Year
Project:	Program for Poverty Reduction (PPR)	
Job Title:	Team Leader of Livelihood Component in Upper Dir	Nov 2020 to May 2021

Major Achievements:

- Developed a field implementation plan and ensure their implementation through the field team.
- Engagement of tehsil level officials in the development of strategies for revenue generation at local level.
- Engaged with relevant stakeholders, such as local communities, government officials, NGOs, and other partners to build support and ensure the project's
- Developed case studies, success stories, training manual/modules, concept papers, and IEC material.
- Monitored, supervised and inspected field level activities, and reported to Senior Management.
- Assisted field team about the use of Poverty scorecard, livelihood Investment Plan and Business development plan.
- Ensured close monitoring during the procurement and distribution of livelihood enhancement Assets.

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<ul style="list-style-type: none"> Prepared Concept Paper (technical & financials) for the hiring of skill institutes, individual consultants. Developed documents for the procurement of livelihood related assets through community engagement. Established community investment group for the development of a social enterprises. Developed linkages of entrepreneurs to potential markets. Conducted technical skills need assessment as per local, regional, national, and international demand, and designed trainings for young peoples. Compliance monitoring during the implementation of project activities at district level. Facilitated the procurement process of tool kits for skill trainees. Facilitated the procurement process of assets for enterprise development. Organized enterprise development, and marketing trainings for project's beneficiaries. Facilitated women entrepreneurs during marketing of the handmade product at local and regional level. Ensured the submission of weekly, bi-weekly, monthly, quarterly, and project completion reports both qualitative, and quantitative. Addressed any issues or obstacles that arise during the project's implementation and finding practical solutions to ensure smooth progress. Ensured that the project empowers marginalized groups and promotes inclusivity by providing equal opportunities for all beneficiaries. Collaborated with other organizations or projects to share experiences and best practices for livelihood development initiatives. 		
Organization:	Sarhad Rural Support Programme (SRSP)	
Project:- Dimension of Preventive Information in rural communities funded by UNICEF		
Job Title	Social Mobilizer- Upper Dir	Jan 2020 to Oct 2020
Major Tasks Achieved:		
<ul style="list-style-type: none"> Assisted senior staff in work planning and door-to-door surveys at all levels. Created awareness of project aim and objectives in the communities. Community Transect Walk in targeted project intervention areas Formation of Community based organization for project on going activities. Selection of beneficiaries for assessment from the targeted community of project intervention areas. Distribution of sanitation kits & hygiene kits among the beneficiaries in the community. Delivered hygiene sessions in different communities including boys schools. Development of community work plan and identify training needs to build their capacity. Organization of monthly meetings of communities for planning and implementation of project activities. Motivated community people through orientation sessions and project briefs. Responsible for reporting and maintaining the record updated on daily basis. Good in communication and flexible, able to present organization on different platforms. As team member, skills to motivate the community people and team members to develop project activities, planning and reporting. Identification and involvement of the vulnerable groups and families in the project planning and implementation. Facilitated the IEC material distribution among the communities. Any other activity assigned by senior staff. 		
Job Title:	Project Coordinator- Upper Dir NSER Survey Project	May 2019-Oct 2019
Major Task Achieved:		
<ul style="list-style-type: none"> Coordinated and supervised all survey related activities in the assigned areas. Ensured logistics arrangements at the field level. Shared union council level progress reports to the officials of Banazir Income Support Program (BISP). 		

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- Created digital route maps as well as review and track progress of the field teams using the web interface to be provided by BISP.
- Marked and assign areas for enumeration to respective supervisors; Hold video conference – telephonic meeting per week with MIS focal person for technology related progress and issues
- Coordinated with relevant AD, BISP and hold weekly meeting with him on progress and issues.
- Dealing with all of the recruitment needs & employment issues.
- Overall coordination, collaboration, planning and implementation of field level activities in close consultation with district administration and line agencies.
- Administrative Areas of expertise: Office management & Supervision.

Project: Program for Poverty Reduction (PPR-I)



Job title	Education Officer- Upper Dir
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Major Tasks Achieved:

- Collaborate with school administrators, teachers, contractors, and regulatory authorities to ensure smooth communication and coordination throughout project phases.
- Help allocate resources effectively, including budget, materials, personnel, and equipment, to ensure the successful execution of construction projects.
- Maintain accurate and organized project documentation, including contracts, progress reports, change orders, and correspondence. Ensure all records are up-to-date and easily accessible.
- Assist in maintaining high-quality construction standards by conducting regular site visits to monitor work progress, adherence to design specifications, and safety protocols.
- Lead the education component; develop strategies, planning, implementation methodologies and concepts.
- Arrange different training programs for students, teachers, PTSMCs, and community and oversee the execution of trainings.
- Developed new strategies and plans in close coordination with education expert for an improve learning experiences.
- Enhanced the government and community schools' teachers capacity through innovative training programs including activity based joyful learning, subject based learning, multi-grade learning, early childhood development and through basic learning models.
- Built the capacity of PTSMCs and TIJs on school development plan, social audit and involved them in the school repair and renovation supervision in 21 governments Schools.
- Collected and maintained relevant data and statistics.
- Assess and recruit the consultants, develop TORs, evaluate the training reports.
- Paid monitoring visits to the training events to observe the training quality and ensure that the training plan is properly followed.
- Developed IEC material focused on education promotion for wider dissemination.
- Planned the activities and develop methodologies for repair & renovation in 21 schools, 4 ICT labs establishment, 12 community school's establishment, provision of 3000 scholarship incentives to students and 21 environmental clubs.
- Evaluated and ensured the quality and standards of teaching and learning in schools.
- Developed procurement plan for approval from the donor office.
- Providing input, support, and monitoring in connection with curriculum development, management, and quality assurances at primary and middle school level.
- Thoroughly review the proposals (social & technical feasibility/BOQ) in closely coordination with engineering section, verify them for further Actions.
- Act as member in the procurement committee; supervise the procurement process and facilitate the district teams that all process and documentation completed as per plan, donor agreement and procurement guidelines.
- Arrangement of enrollment campaign, district education forums establishment and roundtable conferences with stakeholders for highlighting issues around education and way out finding for them.
- Established an effective coordination mechanism with government at provincial and district level.

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- Ensured gender balanced approach in project interventions, promoted girl's education in remote areas of District.
- Identified Schools needs in consultation with PTSMCs and develop School development plans.
- Reviewed weekly, monthly and quarterly progress reports for internal and external compliance.
- Monitored data entry in the MIS.
- Kept close coordination with internal supporting departments e.g. finances, administration, monitoring and engineering component.
- Evaluated case studies/ success stories and analytical reports.
- Developed and analyze TORs, MOUs, agreements with the project consultants and other services providers.
- Contributed to the project concepts development upon the request of head office.
- Pay monitoring visits to the project sites, evaluate the progress, quality and propose actions for improvement.
- Analyze the procurement, financial and other project documents, monitoring reports and coach the team on documentation.
- Writing-up reports to share with school administer and relevant stakeholders.
- Managed both soft and hard data including tracking sheet, beneficiaries list, distribution list, receiving notes and all other necessary data
- Handled all data cleaning and entry.
- Analyzed and report survey/data collection exercise results.

References:

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