



SABIR DAD KHAN

Training Manager

About Me

+ 15 years of progressive professional experience in Community Mobilization, Training & Development, Project management with advanced expertise in community-based disaster risk management, Child protection in emergencies, Community health worker program, Leady health worker program. Proven ability to design and conduct regional training, managing, and coordinating District and civil society's organization and, providing technical support services to team, community.



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sabirdad2@gmail.com



DHA Phase II Islamabad

Language

- English
- Pushto
- Urdu
- Sindhi
- Saraiki

Expertise

- Management Skills
- Graphic Design
- Digital Marketing
- Capacity building
- Leadership
- Mobilization
- Data analysis
- Report writing.
- Proposal Writing.

Experience

Manager Trainings NDMP - Islamabad 2023 - till date

Managed overall Training and operations in Pakistan along with administrative support to all team members

Assistant Manager- C&CSIEHS 1122 Sindh Hyderabad 2020 - 2023

Human Resources Management
Supervise Command & Control staff.
Maintain Command & Control records.
Maintain Command & Control efficiency:
Report & Data analysis & Reporting.

Station Manager Aman foundation- Thatta 2016 - 2020

Human Resources Management
Ambulance Management
Station Management
Financial Responsibility

Education

University Of Sindh
Bachelor of Business Commerce
2009- 2010

University Of Sindh
Master of Arts
2012 - 2013

Skills Summary

Design Process  78 %
Project Management  81 %



SABIR DAD KHAN

Operations Manager

Experience

DC Mobilization

Save the children- Sindh

2015 - 2016

- Liaison with stakeholders and MCH program partners at district level for the MNCH Services project activities
- Prepare monthly /quarterly work plan for community mobilization activities of district

Project Officer DRR

CWSA- Thatta

2015 - 2015

- Co-ordinate and support with Sr. Project Officer for an effective implementation of CBDRR/M activities and assist in implementation cycle.
- Assist in keeping the project within budgetary controls, planning and implementation of the project.
- To work with the community for the roll-out of agreed project activities

DRR/EP Officer Integration

Save the children- Rajanpur

2014 - 2015

- In close coordination with EP focal person Islamabad, support in roll out of district level EP activities.
- Organize and Conduct Capacity building programs sessions, community trainings, etc at the community level as well as for District disaster management authority.

Training Officer DRR

Save the children- Mirpurkhas Jacobabad

2012 - 2013

- Conduct Training Needs Assessment, develop training material and ToTs and ensure deliverables are submitted within stipulated time and quality;
- Ensure quality delivery of the trainings with cost effectiveness;

Community Mobilizer

Save the children- Badin

2011 - 2011

- Supervise and Conduct Capacity building programs at the community level for VDMC and also cover Hazard, Risk, Vulnerability and Capacity assessment (HRVCA);
- Work with Village Disaster Management Committees to come up with Community Based Disaster Management (CBDM) Plans;

HR and Finance Officer

SRO- Thatta

2010 - 2011

- Prepare/code/disburse bank payments & maintain files for receipts vouchers;
- Prepare tax-at-source deduction monthly and yearly statement and submit with relevant tax authorities;
- Liaise with tax authorities/suppliers to issue tax-at-source deduction certificates;
- Prepare payroll allocation JVs;
- Disbursement of staff salary cheques;
- Transfer funds to respective banks for sub-offices;
- Assist in preparation of advance adjustment JVs;
- Update bank book in Microsoft Excel
- Prepare staff advance adjustment.
- File and assemble respective files & vouchers;
- Support finance staff during the internal/external audit by voucher filing

PERSONAL INFORMATION

Father's name: Hukam Dad Khan

Date of birth: January 09, 1989

Marital status: Married

CNIC No.: 16101-5771467-3

Domicile: Sindh

Nationality: Pakistani

ACHIEVEMENTS & HONORS

Established District DRR forums in Thatta and Disaster Emergency Operation Centers in Rajanpur, Punjab. Developed District Contingency Plans with DDMA support. Served as a first responder in Lower Sindh in 2011. Facilitated community risk assessments and CBDRM plans in Swat. Engaged Swat communities in drafting DRR, CCA, and Mitigation Concept Notes. Conducted Provincial Stakeholder Trainings in Lahore on PDNA/PCNA, Carbon Neutral and Climate Resilience WASH, and Proposal Writing for CR-WASH financing.