



Said Jehan

Master Trainer

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Kohat Road, Peshawar, Pakistan

Summary

Hold a Masters degree in Political Science and having diploma in IT. Acquired a wealth of knowledge in the areas of field assessment & operations, project management, and training. Successfully served as field officer, project officer, logistics officer, and consultant, working with organizations such as SSD-Diakonie, PPHI-UNICEF, and GLOW Consultant Pvt Ltd. Have led field audits and DRR training for international projects and have served as a master trainer and safety auditor with Chip Training & Consulting Pvt Ltd on a Shell Pakistan project. Committed to achieve and seeking new learning opportunities in dynamic work environments.

Skills

Training Needs Analysis | Training Management | Training Development | Training Analysis | Territory Development | Technical Proficiency | Team Motivation | Team Management | Strong Communicational Skills | Report Writing Skills | Project Development | Presentation Skills | Outstanding Time Management | Organization Skills | Operational Tasks Handling | Office Support | Multitasking Skills | Monitoring Analysis | Microsoft Excel | Managing Large Teams | Listening to Customers | Leadership | Fluent in English | Excellent Communication Skills | Evaluation Skills | Employee Relations Management | Decision Making | Data Collection | Customer Service Skills | Coordination Skills | Conflict Resolution Skills | Compliance Analysis | Client Dealing | Analytical Skills | Advance MS Office

Experience

Nov 2016 - Apr 2024

Master Trainer

CHIP Training & Consulting Pvt Ltd, Islamabad, Pakistan

Coordination with stockholder Development of ROP (Roll out Plan) Logistic arrangements Conduction of Training Conduction of ISA Discussion with line manager on introducing new interventions Capacity Building of staff on good customer services Reporting to Head office

Oct 2016 - Oct 2016

Supervisor

Glow consultant Pvt Limited, Nowshera, Pakistan

- * Over all supervision of Post-KAP
- * Planning and monitoring in field
- * Logistic arrangements for teams
- * Coordination and facilitation with teams at field
- * Data analysis and validation
- * Reporting to Head office

Nov 2015 - Sep 2016

DRR Training Officer

IDEA CARE International, Nowshera, Pakistan

RESPONSIBILITIES

Planning of Project Activities with Project Coordinator
Coordination with all stake holders for the successful implementation of the project
Maintaining the daily and weekly work plans for team members

Active coordination with I/NGO's and district administration
Management and execution of field and office activities
Monthly meeting with the Project Manager to expedite the Project Activities
To conduct Pre and Post-KAP and HH Vulnerability Survey
Formation and Management of Disaster Management Committees (DMC's) with the production of TOR's
Advocacy with local authorities.
Preparation & Development of IEC Materials
Conduction and Management of Awareness Walks
Conduction of HVCRA and generation of final reporting
Conduction of focus group discussions
Any other task assigned by Management

Oct 2015 - Oct 2015

Consultant

Glow consultant private limited Islamabad, Nowshera, Pakistan

Reviewing of project deliverables
Questionnaire development
Conduction of FGDs
Fields visits and interview of project beneficiaries
Given data analysis and verification
Final reporting

Aug 2015 - Aug 2015

Evaluator

GLOW consultant Pvt Ltd, Bannu, Pakistan

Using evaluation tools and questioners
Given data analysis and verification in field
Reporting

Apr 2015 - Jun 2015

Logistic/field coordinator

PPHI-Unicef, Peshawar, Pakistan

Lead the camp implementation and actively participate with camp staff in the accomplishment of medical camp and its proposed objectives.
Timely provision of logistics and arrangements of camps and its setup.
Facilitate and conduct the process of orientation and time to time capacity building of the project team
Assess project staff in the development of planning
Provide phasing and scheduling support
Assist with documentation of best practices.
Production of quality and progress reports i.e. Daily and weekly progress reports
Participate in the development and issuance of project procedures and policies.
Coordinate and make communication with donor, head office and sub office

Dec 2014 - Dec 2014

Enumerator

GLOW consultant Pvt Ltd, Nowshera, Pakistan

Conduction of FGDs, KIIs, personal interviews and report writing

Jul 2013 - Nov 2014

Project Officer

SSD, Nowshera, Pakistan

Facilitate and conduct the process of orientation and time to time capacity building of the project team
Development of Community based disaster risk management plans (CBDRMP)
Provide phasing and scheduling support for project manager.
Assist with documentation of best practices.
Production of reports i.e. monthly and quarterly progress reports, activity completion reports etc

Aug 2010 - Jul 2013

Coordinate and facilitate HelpAge international inclusion team in field.
Participate in the development and issuance of project procedures and policies.
Coordinate and make communication with donor, head office and sub office.
Assist in weekly and monthly work plan.
Lead the field implementation and actively participate with field staff in the accomplishment of activities.

Social Mobilizer

SSD, Nowshera, Pakistan

Development of DRR IEC materials.

Conduction of awareness raising session on DRR and its importance

Participation in the development of Radio messages regarding DRR

Complete additional assignments related to job functions.

Provide input to the development of knowledge management material such as human interest stories, case studies, press releases and related material as and when required

Conduction of workshops & training in community on DRR/M.

Education

2014

KPK-TTB

Diploma , DIT

Computer

2013

University of Peshawar

MA

Political Science

Languages

Hindi
Beginner

Pashto
Expert

Urdu
Expert

English
Expert