

## SARAH KHAN

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### SOCIAL DEVELOPMENT PROFESSIONAL

6+ years of experience as a **Social Development Professional** for diverse projects in civil society organizations, hands-on experience working in communities of Karachi as well as vulnerable areas.

#### Areas of Expertise include:

- ❖ Project Coordination
- ❖ Community Outreach
- ❖ Field Research
- ❖ CSR Project Development
- ❖ Reporting and Compliance
- ❖ Field Monitoring & Evaluation
- ❖ Project Management and Implementation
- ❖ Project's Financial Documentation
- ❖ Event Organized

### PROFESSIONAL EXPERIENCE

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**District Coordinator under the Typhoid Conjugate Vaccine Campaign (TCV) at Precision Health Consultants (PHC) Global Pvt. Ltd** (March- 2024 – Cont.)

**Donor: UNICEF**

#### Key Responsibilities:

- Monitor and support the cascade training, and assess the duration of the training, participant involvement, and focus on the key areas for IPC, social mobilization, and community engagement
- Maintaining close coordination and interaction with the district health authorities to keep them updated on progress and activities.
- Provide technical support to pre-campaign activities particularly microplanning. Conduct micro plan desk/field reviews and provide feedback to district health authorities for corrective actions.
- Analyze and monitor campaign data and recommend timely corrective measures as per guidelines.
- Organize a project team, plan, and execute project activities, manage deliverables, ensure regular meetings, and monitor and report progress.
- Monitor the implementation of communication strategies during the campaign and share issues and challenges during review meetings at the district level.
- Compile and consolidate district-level project performance reports.

**Project Manager at Charter for Compassion Pakistan- Driving Women's Economic Empowerment (DWEE) and Empowering Women & Trans Gender survivors of Violence.**

**Donor: British Asian Trust & UK Aid and USIP (United Nations Institute of Peace)**

**(Sep- 2022 – March- 2024)**

#### Key Responsibilities:

- Design, develop, execute, monitor, capture, and report insights from the field.
- Supervise project staff and field and provide direct managerial support to project staff.
- Develop strong working relations with donors, partners, Government officials, and other stakeholders.
- Oversee documentation and internal and external reporting.
- Perform regular project monitoring and evaluation functions, identify implementation difficulties and operational and strategic issues, and recommend appropriate solutions or courses of action.
- Attend monthly meetings to report progress and challenges.
- Work with the line manager and technical experts on the development of material on key program learnings/findings related to impact assessment, cost-effectiveness, and other areas focused related to the intervention.
- Maximize coverage and efficiency to build cost-effective models of program implementation.
- Ensure budgeting, forecasting, and financial reviews of project activities.

- Work with the project team to build effective operational systems to ensure routine management of program logistics, supplies, and inventory.
- Design program strategy and implementation plan geared to ensure service delivery and quality control, and set up performance management protocols for all field and management staff cadres.
- TVET sector knowledge (SBTE & NAVTTC) registration process and supervise
- The institutional program, assist, and evaluation curriculum & and lesson plans for
- Implementation.
- Coordinate with industries for internships and job placement of Institute graduates (trainees). Partnership with different CBOs and Stakeholders. Supervise students' admission process and community mobilization plan.

**Data Analyzer at Better for Future Pakistan funded by ICON INSTITUTE (Part-Time)**

**(Nov- 2023 – Jan- 2024)**

**Key Responsibilities:**

- Using automated tools to extract data from primary and secondary sources.
- Performing analysis to assess the quality and meaning of data.
- Filter Data by reviewing reports and performance indicators to identify and correct code problems.
- Preparing reports for the management stating trends, patterns, and predictions using relevant data.

**Project Assistant in a livelihood and WASH Project:**

**International Organization for Migration (IOM)**

**(July- 2022 – Sep- 2023)**

**Key Responsibilities:**

- Contact individuals to schedule home visits or phone call discussions for assessment or monitoring activities about program activities.
- Conduct interviews with the Aghan Refugees in a dignified manner, ensuring that the interviewing candidates meet the criteria set by the project.
- Ensure the quality and accuracy of the information collected by systematically verifying and correcting questionnaires at the end of each interview.
- Ensure timely submission of data and proper archiving of forms as instructed by the program team.
- Monitor the assistance/distribution process and ensure that the right candidate will receive the assistance in a dignified manner.
- Document the activities and provide progress reports to the provincial field coordinator/team leader and the information management team member daily.
- Participate in briefing and debriefing sessions with the Program Officer and provide regular updates on progress and challenges.
- Provide relevant input and recommendations to improve data collection and processing throughout the assignment.
- Incorporate gender- and age-sensitive approaches into assigned tasks.
- Escalate concerns or complaints through appropriate channels as instructed during the IOM orientation and training, respecting the privacy and requests of individuals involved.

**Sr. Program Coordinator in an Arts, Peace, and Cultural Heritage Project:**

**Society for I AM KARACHI, Karachi, Pakistan**

**(Oct 2016 – Mar 2022)**

**Key Responsibilities:**

- Conducted research and oversaw an effective outreach effort, with an emphasis on reaching out to local underserved populations.
- Identified and coordinated with local community-based artists and musicians for site visits and final performances/artwork.
- Maintained an archive of the relevant data, coordinated the program logistics, and prepared periodic reports regarding the program's progress.

- Maintained a close working relationship with representatives of community organizations, government agencies, and other stakeholders.
- Supervised and coordinated between different functions of the program including security measures, private partners, and organized MOUs.
- Organize and supervise periodical extra-curricular activities/events.
- Assist the project team and develop the plan for the staff's capacity building.
- Responsible for the administrative chores of the office and supervision of the support staff
- Record the incoming and outgoing letters in the office
- Prepare the minutes of the meetings and share the same with the relevant Departments/Officials.
- Draft the letters as needed by the office and ensure their dispatch
- Call meetings of the officials as required by the competent authorities
- Coordinate with Govt Schools and Private school authorities for the partnerships for execution and implementation of the project-related activities/Sessions.

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## VOLUNTEER / OTHER EXPERIENCE

**Mentor**, Rahbar- The Citizen Foundation

Oct 2015 – Dec 2015

**W.H.O Pakistan** Enumerator for the EPI Project. Monitoring and Evaluation for the Polio teams across Karachi.

Jan 2011- June 2012

**Rotary International** member of District Kolachi Karachi 3271.

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## EDUCATION

**Postgraduate Diploma in Public Health**, Health Services Academy, Karachi

Jan 2024- Jan 2025

*Principles of Epidemiology, Health Systems and Management, and Health Policy Planning.*

**Masters in Social Work, CGPA 3.0** University of Karachi, Karachi  
2016

Jan 2015 — Feb

*Major Subjects: Survey and Social Research Quantitative Analysis, Project management, Medical Field Work*

**B.A (Hons) in Social Work, CGPA 3.2**, University of Karachi, Karachi  
Jan 2012 — Dec 2015

*Major Subjects: Social Case Work, Gender Studies, Education, Community Development*

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## TRAINING

- Attended three days of training on "Interfaith Harmony" by the organization Search for Common Ground (SFGC).
- Attended a two-day training on "I am Professional" by the organization Society for I AM Karachi.
- Attended a one-day training on "Monitoring Evaluation" by DAI.
- Attended a one-day training on "Resource Mobilization" by the organization Hum Awaaz.
- Attended a one-day training on "Safeguarding" by British Asian Trust.

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## TECHNICAL PROFICIENCIES

Data Collection apps (Kobo&ODK), MS OFFICE, Project Planning, and Implementation

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## LANGUAGES

Urdu (Native), English

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## REFERENCES

Available on request.