

SHAGUFTA RAJPUT

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Objective:

I am goal oriented, self-motivated and persistent and derive satisfaction in doing a job well while supporting others in their success. It is my belief that given my strong background and proactive approach, I can succeed in a dynamic corporate environment and face any challenges presented to me.

Strengths & Achievements/Accomplishment

- Good organizational skills with a flexible approach to managing and prioritizing heavy workload and multiple task in a fast pace environment with tight deadlines.
- Regular field visits to support project teams in implementation and to identify where adaptation might be needed.
- Having good planning, monitoring, reporting, team-building skills and strong communication skills, with excellent written and spoken English, hardworking, dedicated & honest.

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Advanced Diploma Course in English language	National University of Modern Languages Islamabad	English Language	2016
2	B. ED	Govt. College of Education	Education	2008
4	MA	University of Karachi	International Relations	2005
5	BA	University of Karachi	Political Sci, Islamic Studies	2001
6	Intermediate	Board of Intermediate Education Karachi	Arts	1998
7	Matric	Board of Sec. Education Karachi	Science	1995

Computer Skills and Other Abilities

MS Office (Word, Excel, Internet Explorer and Outlook).
Operating Systems: Windows XP, Windows Vista.

Operating Systems (MS-Dos, MS-Windows 95-98/2000/ME/XP).

Working Experience

(TMF) The Media Foundation.

“Engaging Schools and Leaders for Peace Initiatives (KCD-156) Karachi” Project.

M&E and Reporting Officer

(Oct’2021 – June’2022)

- Prepare Project reports (weekly, monthly, overall), Presentations, agendas and minutes, and maintain activity logs.
- Preparing the reports of the project (activity, bi-weekly and milestone reports including training, SAPs and all project related activities).
- Communicate to Manager Programs and Operations, Project manager and other team members about the updates and modification on reporting formats and requirements.
- Develop and Plan a strategy to compile the reports and data in hard and electronic files.
- Recommend further improvement in internal reports and record keeping.
- Handling social media and website related material and information on the project activities.
- Support in maintaining record related to the project activities in photographs, attendance sheets and press releases.
- Identifying and documenting success stories, coordinate with Project Manager in drafting final project report and to keep a database of beneficiaries and identify and report any emerging trends, impactful as well as lessons learnt and challenges.
- Conducting regular visits to the field to observe and report activities and also looking after any opportunities for data collection from beneficiaries as well as relevant stakeholders on emerging trends to feed into better understanding of challenges and success of the program.
- Communicate feedback to the Manager Programs and Operations on project strategies and activities.
- Assist the project personnel with communication tools.
- Provide support to monitoring and evolution team from project donor.
- Perform other duties as required.

Rural Support Programs Network (RSPN), Pakistan

COVID-19 Response Project.

Monitoring & Evaluation Officer

(Jan’2021 – May’2021)

- Dissemination and Reinforcement of Basic Preventive Messages on COVID-19 in Urban and Peri Urban Union Councils
- Planning, Implementation and Monitoring of social mobilization and communication planning to aware community about COVID-19 SOPs.
- Support government & partners during project activities included megaphone announcements in streets through religious leaders/places, announcement through megaphones in the settlements, at household level awareness sessions deliverance through CRP and text message dissemination among the masses.

- Prepare Social Mapping, Communication Plan, Social Mobilization Plan, And Logistic Plan.
- Having responsible regarding collect data from social mobilizers of district and subsequently will compile and convert the collected data in soft form and then will share with authorities for further data processing.
- Prepare the monthly and daily work plan, daily field activity reports.
- Analysis of data and well thought strategies with implementation to get best results.
- Monitor effectiveness of social mobilizers and the activities conducted by them.

**(IRD) Interactive Research & Development.
COVID-19 Response Project.
District Field Supervisor
(Jul'2020 – Nov'2020)**

- Identify District level activities for inclusion in Provincial level communication plan.
- Guide Health Workers to work plan and ensure data collection.
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all local clinic status.
- Visit clinics and monitoring the oxygen services and collect patient's data.
- Ensure, through General Practitioners, that oxygen services are made available to facilitate the covid-19 patients.
- Implementation & Monitoring (Mapping)
- List congregations that require interventions and facilitate patients in co-ordination with General Practitioners.
- Give training of oxygen therapy to clinics staff.
- Monitor effectiveness of health workers and the activities conducted by him.

**Sidat Hyder Morshid Associates
CBV Sindh Polio Project (C/O UNICEF)
Union Council Communication Support Officer
(Aug'2016 – May'2020)**

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in preparation of SMS' work plan and ensure inclusion of SMS' names in the VC micro-plan
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.

- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Ensure, through Medical Officer in Charge (MOIC)/DMO, that routine immunization services are made available to cover the high risk groups.
- Implementation & Monitoring (Mapping)
- List congregations that require interventions and mobilize leaders in co-ordination with MOIC.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level.

**City Foundation School,
Coordinator
(Jan'2010 – Jul'2016)**

- Developing a creative learning community across the school
- To have knowledge, understanding and enthusiasm for creative teaching and learning as a key to raising achievement, aspiration and motivation
- To act as a facilitator in school, able to translate the school's vision for creative learning into practical implementation
- To coordinate owner, school staff and other partners including parents
- to ensure all school activities are carried out with due regard to health and safety and the safeguarding of children
- Coordinating in-school placement arrangements.
- Coordinating the arrival of Student Teachers and orientating them to the school environment, staff and students
- Facilitating the inter-classroom observations.
- Facilitating and monitoring the Whole School requirement.
- Facilitating Teacher meetings.

**City Foundation School & S.M Public School,
Pre - Primary & Secondary School Teacher
(Feb'2009 – Dec'2009)**

- Preparation of daily lesson plan for effective class conduct.
- Taught all subjects at pre-primary & Secondary level classes
- Conducted extracurricular activities for students

- Design & implemented different teaching methodologies for slow and weak students for their development.

Professional Achievements

- Got performance evaluated promotion as UCCSO from Area Supervisor.
- Promoted as School Coordinator on best performance from Teacher.

Leisure Activities

Socializing with friends and family by real manners, Reading informative books, fond of visit places and cities, interest in different people and cultures, organizing events.

Personal Information

Father's Name : Shafi Muhammad Rajput
CNIC No# : 42401-4408995-8
Religion : Islam
Language Proficiency : English, Urdu, Punjabi

Reference

- **M. Akash Hafeez**
Union Council Communication Officer,
DEOC Central.
Contact: 0313-2480887
- **Miss Faiza Kiran Bhutto**
District Supervisor,
IRD Pakistan,
Contact: 0308-2365989
- **Mr. Salman Arshad**
Project Manager,
RSPN Pakistan,
Contact: 0340-4907235