

SHAHILA SULTANA (Health and Nutrition Professional)



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Professional profile:

Accomplished health and nutrition professional with over 19 years of experience in community education, health advocacy, and nutritional science. Certified by the Academy of Nutrition & Dietetics (USA) with specialized training in evidence-based recommendations for children's health and nutrition. Skilled in providing comprehensive nutritional guidance, counselling, and personalized dietary planning to meet individual client health needs. Extensive experience in conducting community-based research projects, complemented by strong abilities in nutritional data analysis, project management, team leadership, and cultural competence.

Proven track record of leading outreach initiatives to promote community engagement in supplemental feeding programs, enhancing nutrition accessibility, and fostering healthier lifestyles. Proficient in developing, evaluating, and delivering educational materials and reports for diverse audiences, consistently advocating for dietary improvements and sustainable health practices.

Consultancies and current engagements:

1. Currently working as a "Nutritionist" in Future Hospitality Services a project by Beacon House School System. 2024 continued.
2. Consultant Nutritionist at The Central Labs & Research Centre from February 2021 to 2023.
3. Consultant Nutritionist at Biocare research Centre- Lahore
4. MD ADIS Scientific Solution Pvt Ltd. (part time) from 2017 to March,2023
5. President PYP- Punjab Cabinet 2020-2021.
6. Senior Manager Planning & Development Central Unit YPard (Agriculture), Pakistan. 2020 to date.
7. Volunteer services as a Coordinator - Health Council in Pakistan
8. Youth Parliament (PYP), 2019 to 2021

Skills:

1. **Extensive Fieldwork and Regional Outreach:** Conducted extensive field visits across various regions in all provinces of Pakistan, including Naushahro Feroze, Badin, Matiari, Kadiyaro in Sindh; 46 clusters in Bajaur Agency, KPK; and multiple cities in Punjab such as Sialkot, Lahore, Faisalabad, Multan, Lala Musa, and Islamabad, to monitor projects, evaluate health programs, and support community mobilization efforts.
2. **Liaison and Communication Coordination:** Served as a vital bridge between project organizational teams and government stakeholders, facilitating clear communication, ensuring alignment of project goals, and fostering collaborative relationships for successful project execution.
3. **Nutrition and Diet Planning:** Expertise in designing customized diet plans and providing tailored nutritional advice based on individual health needs.
4. **Community-Based Health Initiatives:** Extensive experience leading and supporting health and nutrition projects, with a particular focus on maternal and child health, vaccine awareness, and malnutrition management.
5. **Data Monitoring and Evaluation:** Skilled in tracking project progress through systematic monitoring and evaluation, with hands-on field experience to assess project effectiveness and outcomes.
6. **Dietary Data Analysis:** Proficient in analyzing dietary data to generate actionable insights, assisting with personalized and community-based nutritional guidance.
7. **Development of Tools and Materials:** Experienced in creating major and supportive tools for project management, including IEC (Information, Education, and Communication) materials such as health and nutrition booklets for community behavior change.
8. **Project and Field Monitoring:** Competent in conducting field visits, project assessments, and applying quality control measures to validate and improve data from the field.
9. **Capacity Building and Training:** Skilled in training local staff, government stakeholders, and field teams in data collection, health education, and research techniques to strengthen project implementation.
10. **Community Mobilization and Behavioral Change:** Capable of mobilizing communities through awareness campaigns, workshops, and focus group discussions (FGDs) to promote health education and behavioral change.
11. **Health Documentaries and Training:** Experienced in conducting documentaries and trainings on research techniques, particularly in health and nutrition for mothers and children.
12. **Classroom and Lesson Management:** Proficient in lesson planning, classroom management, and creating a productive learning environment.
13. **Report Writing and Documentation:** Strong report writing skills, ensuring comprehensive documentation of project progress, evaluations, and outcomes.

Research Developments:

- Currently developing a region-specific, age-appropriate nutritional recipe book tailored for school-age children across diverse regions of Pakistan.
- Developed an age-appropriate recipe book focused on complementary feeding for children under 3 years of age, tailored to nutritional needs across all provinces of Pakistan.
- Developed IEC material (***Behtar zindagi ki har ghari, maa aor bache ki sehat se jurri***) for Mother & Child Health Care and Immunization Project to address maternal and child health outcomes in multiple regions of Pakistan in the year 2013, project funded by Bill and Malinda Gates Foundation. This IEC include the messages regarding antenatal care seeking, complementary feeding, EPI and IPV vaccination, mother and child health, Polio and Health and hygiene.
- Assist in the development of booklet (***maa se hai zindagi sehat mand bache se hai mustaqbil***) for Mainstreaming project.

Project Trainings Conducted:

- Master Trainer in Mother & Child Health Care and Immunization Project at Peshawar Medical College (PMC), Karachi and Kashmore field teams.
- Master Trainer in Early Child Development (ECD) and Mal-Ed Projects at Noushero Feroz and Dado sites ECD and Nutrition team.
- Master Trainer in Micro Nutrient Supplement study (MNS) Karachi Team (Korangi and Bilal Colony)
- Master Trainer in National Nutrition Survey 2011 Karachi field site.
- Master Trainer in Community based Management of Malnutrition Project, Dado Nutrition Team.
- Master Trainer of IEC Booklet (***Maa se hai Zindagi ehat and bache se hai mustaqbil AND Behtar zindagi ki har ghari, maa aor bache ki sehat se jurri***) at Noushero Feroz, Dado, Matiari and Karachi.

Certificates and Trainings:

- Certified Master Trainer for Flood relief camp, organized by Aga Khan University.
- IRB online certification on “Protecting Human Research Participants”
- Certificate of attendance, The U.S Department of state bio safety & bio security training, Aga Khan University Karachi, Pakistan
- Certificate of appreciation for organizing community health & nutritional awareness program nationwide- Pakistan 2021.
- Certificate appreciation for organizing BScN preparatory classes for AKU Board 2021.
- Certificate of participation in National Nutrition Survey, Flood relief camp 2011.
- Certificate of participation In Continuing Nutrition Education Seminar on “worksite Nutrition Introduction” in Pakistan Nutrition and Dietetic Society Held on April 2007.
- Certificate of participation In Continuing Nutrition Education Seminar on “Nutritional Concerns in Renal Diseases” in Pakistan Nutrition and Dietetic Society Held on March 2007.
- Certificate of achievement, English language course from Unique Language Centre in 1999.

- Certificate of Appreciation for providing voluntary services to Flood Relief Program 2010-2011 by The Aga Khan University Hospital.
- Certificate of Participation on “Evaluating Early child development in Health Research Why and How?” at The Aga Khan University Department of Paediatrics & Child Health on September 2012.
- Certificate of Participation on Development of Dietetics in Pakistan at R.L.A.K Government College of Home Economics in November 2008.
- Certificate of Participation on “Childhood Pneumonia & Meningitis: Recent Advances” at the Aga Khan University in January 2009.
- Certificate of Merit – First Position – 1997
- Letter of Appreciation on organizing and participating in women’s activity 2007

Work Experience:

Trust for vaccine and immunization (TVI) Karachi in collaboration with Aga Khan University Hospital 2013-2015

Designation: **Area Communication Officer**

Mother and Child Health Care and Immunization Project

Responsibilities:

- Conducted community mobilization sessions and training for local government stakeholders and community influencers.
- Monitored EPI and IPV vaccine coverage and efficacy across various project sites.
- Planned, monitored, and conducted health camps for targeted populations in Karachi, Bajaur, and Kashmir.
- Developed new tools for diverse activities within assigned projects.
- Conducted monitoring visits to assess and follow up on project progress.
- Prepared comprehensive project reports and data monitoring summaries.
- Coordinated with field staff to ensure seamless communication between project supervisors and teams.
- Collaborated with the data management team to validate data and ensure quality assurance.
- Prepared progress reports to document and evaluate project milestones.
- Created IEC materials for behavior change communication targeted at specific populations.
- Conducted training sessions on IEC materials at multiple sites, including Karachi, Bajaur, and Kashmir.
- Supervised data entry processes for social research projects.

THE AGA KHAN UNIVERSITY HOSPITAL 2011-2012 (Pakistan)

Designation: **Research Officer**

National Nutrition survey (NNS)

Responsibilities:

- Provided weekly project updates and data reports to project supervisors.
- Coordinated data-related issues across 12 project sites nationwide.
- Conducted data monitoring, coding, and supervised data entry for assigned projects.
- Maintained effective communication between project supervisors, stakeholders, and field teams to ensure project alignment and progress

Early Child Development (ECD) project 2008-2010

Designation: **Community Based Nutrition Officer**

Responsibilities:

- Served as Nutrition Intervention Coach, leading health and nutrition initiatives.
- Conducted training sessions on nutrition, Early Child Development (ECD), anthropometry, and prenatal care.
- Supervised nutrition program implementation in randomized areas of Naushahro Feroze, Sindh.
- Composed detailed project reports documenting field progress and findings.
- Conducted field visits to support and guide Lady Health Workers (LHWs).
- Led focus group discussions (FGDs) to gather insights and feedback from communities.
- Monitored and evaluated assigned field sites to ensure program fidelity.
- Developed evaluation checklists and structured questionnaires for program assessments.
- Designed nutritional training strategies tailored to community needs.
- Supervised community-based distribution of micronutrient supplements (sprinkles) in Sindh.
- Acted as Master Trainer for all health and nutrition-related training programs.
- Oversaw field operations in multiple locations, including Naushahro Feroze and Dadu.
- Managed monitoring and evaluation of the Micronutrient (Sprinkles) Supplementation Program in Naushahro Feroze (2008).
- Produced documentary sequences to analyze Early Child Development strategies in interior Sindh.

Etiology, Risk Factors and Interactions of Enteric Infections and Malnutrition and the Consequences for Child Health and Development-MAL-ED Project

Designation: **Community Based Nutrition Officer**

Responsibilities:

- Conducted 24-hour dietary recalls for selected age groups to assess nutritional intake.
- Performed quality control (QC) on nutrition assessments to ensure data accuracy.
- Compiled fortnightly and monthly reports summarizing program progress and outcomes.
- Conducted regular field visits to support Lady Health Workers (LHWs).
- Facilitated focus group discussions (FGDs) to gain community insights.
- Led training sessions on health and nutrition practices.

Community based Management of Malnutrition Project

Designation: **Community Based Nutrition Officer**

Responsibilities:

- Conducted training sessions and produced documentaries to support health and nutrition initiatives.
- Developed new questionnaires and checklists for project evaluations.
- Composed comprehensive reports to document project progress and findings.
- Monitored field activities across rural and urban areas in Pakistan to ensure program effectiveness.
- Performed cross-checks on colleagues' delivery of nutrition messages at various field sites.

Mainstreaming Project (2007)

Designation: **Nutrition Educator**

Responsibilities:

- Developed age-appropriate, cost-effective complementary food recipes using locally available foods, based on formative research.
- Applied a mixed-integer linear programming algorithm to optimize food selection for child diets, adjusting ingredients to meet nutritional requirements while ensuring affordability.
- Conducted dietary data analysis to inform nutritional guidance and recipe development.
- Performed market surveys across low-, middle-, and high-income areas to assess food accessibility and affordability.
- Tested and refined complementary food recipes in practical settings to validate their effectiveness and suitability.

HIB Vaccination Project (Pilot Project)

Designation: **Research Assistant**

Responsibilities:

- Identified eligible households within assigned villages or clusters for participation.
- Explained the vaccine coverage survey's purpose to parents or caretakers, addressing any questions.
- Obtained verbal consent from parents, caretakers, or household heads for survey participation.
- Conducted and completed questionnaires accurately as per instructions.
- Reviewed completed interviews on-site to promptly correct any errors or omissions.
- Revisited households that were unavailable for interviews during the initial visit.

Maternal Micronutrient Supplement Study (MNS) (2005-2006)

Designation: **Nutrition Educator**

Responsibilities:

- Engaged in addressing nutritional needs within Bilal Colony, Karachi, encouraging positive behavioral changes to improve community health and prevent future medical issues.
- Updated requisition forms for baseline and end-line assessments.
- Conducted daily field surveys in slum areas to gather accurate data.
- Provided regular progress updates to the Project Supervisor, reporting any issues encountered.
- Performed additional duties as assigned by the Supervisor to support project goals.

COUNCIL FOR LAHORE (central region Punjab)

- Portfolio Lead NCDs, Aga Khan Local Health Board for Lahore 2020 to date.
- Chairperson Local Education Board for Lahore from 2021-2024.
- Honorary Secretary Local Education Board for Lahore 2020 to 2021.

NOOR ABAD EDUCATION CENTRE (Karachi)

- Quran and thematic coordinator for Noor Abad Jamat Khana.2015-2016
- Portfolio for class nursery to intermediate January 2014 to December 2014.

MALIR EDUCATION CENTRE (Karachi)

- Led teaching efforts in primary and upper primary sections (Nursery, KG1, Grades 2, 4, 5, and 6) from 2001 to 2009.
- Managed Quranic studies and thematic portfolio for Malir Religious Education Centre (2007-2008).
- Served as Section Incharge for the primary section at Malir Religious Education Centre (2005-2006).
- Appointed Section Head of the secondary section at Malir Religious Education Centre (May 2006 - Dec 2006).
- Coordinated the Learning Program for the upper primary section as Learning Coordinator (Dec 2006 - Dec 2008).

Computer literacy:

- **Microsoft Office Suite:** Proficient in Word, Excel, PowerPoint, and Outlook for document creation, data analysis, presentations, and communication.
- **Data Analysis and Management:** Experienced in using tools like SPSS, STATA, or Excel for data collection, analysis, and visualization.
- **Communication Tools:** Skilled in using Zoom, Microsoft Teams, and Google Meet for virtual meetings, webinars, and team collaborations.

- **Digital Literacy:** Proficient in internet research, online information gathering, and digital file management.
- **Project Management Software:** Experience with tools such as Asana, Trello, or MS Project to manage tasks, timelines, and project milestones.
- **Linear-programming algorithm:** (a software to analyze dietary facts)

Education:

BS – Second Semester – Punjab (continued)

PGD in Nutrition from Government of Punjab

B.Sc. in Food and Nutrition from University of Karachi 2007

HSC (Pre-Medical) Board of Higher Secondary Education Karachi 2004

SSC (Science) Board of Secondary Education, Karachi 2002

Personal Info:

Date of Birth: August 10, 1984

Place of Birth: Karachi, Pakistan

Marital Status: Married

Languages:

- English (fluent)
- Urdu (fluent)
- Sindhi (Good)
- Panjabi (Good)
- Brushaski (Native)

Professional References:

Will be provided upon request.