

CURRICULUM VITAE

SHEHROZ HUSSAIN

Address: **Hussainabad Colony Ward No 2 Sakrand**

District: **Shaheed Benazirabad Sindh, Pakistan**

Contact # **+92-308-3076900**

Email: **shehrozcdfpakistan@gmail.com**



CAREER OBJECTIVE

- ❖ To avail challenging position in a reputed organization, which provide me opportunities to utilize my entrepreneurial skills and achieve career growth in line with corporate values and objectives.

PERSONAL INFORMATION

- ❖ Father's Name : Abdul Hameed
- ❖ Date of Birth : 24th June 1997
- ❖ Surname : Arain
- ❖ CNIC NO : 45403-7605377-7
- ❖ Domicile : Shaheed Benazirabad Sindh (Rural)
- ❖ Marital Status : Married
- ❖ Religion : Islam
- ❖ Nationality : Pakistani

QUALIFICATION

DEGREE	INSTITUTE	Years
MBA (HRM)	Sindh University Jamshoro	2022
BBA (Finance)	SBBU-SBA	2019
Intermediate	From B.I.S.E Hyderabad	2016
Matriculation	From B.I.S.E Hyderabad	2014

SKILLS

- ❖ Typing and shorthand skills to the standard of the organization.
- ❖ Good knowledge of modern office procedures.
- ❖ Good filing and organizational skills.
- ❖ Good drafting skills.
- ❖ Good knowledge of procedures and established rules.
- ❖ Ability to operate MS Office tools including MS Word, MS Excel and MS PowerPoint.

COURSE

- ❖ Diploma in Information Technology (DIT) at **AMRDF Training Institute Sinjhora** from 1st March 2019 to 29th February 2020.
- ❖ Certificate in Technology (CIT) at **National Coaching & Training Center Sakrand** from 3rd June 2018 to 30th November 2018.

CERTIFICATE

❖ Certificate of Participation

- 5 Days Training of Trainer “Entrepreneurship Training for youth” in Shaheed Benazirabad Project By “UNDP Pakistan” Organized by “Kashf Foundation” Held on April 30, 2019
- For Participating in Webinar “CV Writing” Organized by “IEEE WIE MUET Student Branch Chapter” Held on June 13, 2020.
- On Completion of 7 Days “Capacity Building Training Programme” in Shaheed Benazirabad Organized by “BPS PVT. LTD” Held on August 18, 2020

❖ Certificate of Appreciation

- “Awarded Teacher” Organized by “Community Development Foundation” Held on October 5, 2023.

EXPERIENCE

❖ CDF-Pakistan Regular employee of as a “Program Officer”

Duties and Responsibilities

- Participate in design, review and fine tuning of education component activities and developing implementing strategies, particularly in matters relating to quality and relevance of teaching and leaning
- Review/develop and ensure the quality of teaching-learning methods and materials (including MLE) developed/used under SEF education project
- Contribute to formulation of annual and quarterly work plans/budgets, and TORS, in consultation with district teams and program stakeholders in relevant technical areas
- Field monitoring of educational activities through visits to selected schools and school communes in all three districts at least once per month,
- Critically analyzing qualitative and quantitative field data to identify strengths and weaknesses in implementation and recommend implementation actions to Improve
- Support and facilitate education related training programs for relevant field-based teams
- Coordinate and support work planning, budgeting, and reporting
- Oversee project coordination and partner collaboration to ensure timely communication, information sharing, and project implementation

❖ Analytical Solutions Limited as a Supervisor for collection of data from Schools in the related District Naushahro Feroze. Under the project “Procurement of Goods, Services & IT Material for Student Attendance Monitoring System Time Period: 15-March-2023 to 24-March-2023.

Duties and Responsibilities:

- A meeting had to be held with all the head teachers separately and they had to be told that we need the data of all the children regarding the biometric throw-in system for the student attendance monitoring system that will put the children's attendance online.

- All the children must be without a form because if there is a number without a form, registration will be done on it.
- We also had a meeting with the TOs first inform him that we would be going to the schools to collect data.

❖ **FAO Pakistan** as a “**Enumerator**” Livelihood Food security Survey on casual labor basic for 21 Days only 10-Feb-2023 to 15-March-2023

❖ **WHO (World Health Organization) Nutrition Screening- Flood response 2022**

Position: **Supervisor**

Location: **Shaheed Benazirabad**

Time Period: **22-10-2022 to 12-12-2022 (2 Months)**

Duties and Responsibilities:

- The first thing I got the team to do was send them to their location.
- A survey was to be carried out from the camps that had suffered damage within the flood.
- They had to visit the Taluka Hospital RHU and take a report from the doctors.
- Where a child was weak, that child had to be given a letter and informed that he should go to RHU hospital and get his treatment free. If he has any problem, he should contact our team. They used to solve their problems.
- In some villages the WHO team visited where the children had already been referred but were not receiving treatment but the WHO team re-referred and met the doctor of BHU hospital and treated them. Now the treatment of these children is going very well.

❖ **The Aga University (Benazir Nashonuma Program)**

Position: **Senior Research Assistant**

Location: **Shaheed Benazirabad**

Time Period: **18-08-2022 to 17-10-2022 (2 Months)**

Duties and Responsibilities:

- Nutrition base line Survey & Monitoring evaluation Benazir Nashonuma Program, Survey
- Daily used to go to the villages and conduct a survey regarding Benazir Nashonuma, who used to collect Benazir's money only by filling their forms and the list was given to us.

❖ **International Rescue Committee (6-12-2021 to 28-02-2022)**

Position: **Social Mobilizer.** To create awareness on Significance of women obtaining CNIC and to Generate Demand for CNIC Registration.

To Enable Increase In participation of women in Social, Economic and political Opportunity by facilitating 1,250,000 women to acquire CNICs to Create Awareness on significance of women obtaining CNICs in District Shaheed Benazirabad.

Responsibilities

- Community Meeting For Identification Women without CNIC.
- Coordination with DEC District Election Commissioner For Nadra MRV Planning
- Coordination With Nadra Teams For Woman Registration In NRC And MRV
- Develop initial lists, Mobilization visits and facilitation women

❖ **CDF-Pakistan (08-01-2018 to 30-08-2019)**

Position: **Finance Manager.** Finance manager is to look after all the finances. There were three schools of Sindh Education Foundation running here, maintaining the

records of the subsidy given by them, maintaining the teacher's salary and office records which are accounting.

Responsibilities

- **Financial Planning:** Developing strategies and plans to achieve the organization's financial goals.
 - **Budgeting:** Creating and managing budgets to allocate resources effectively.
 - **Accounting:** Overseeing the recording, analysis, and reporting of financial transactions.
 - **Financial Reporting:** Preparing accurate and timely financial statements and reports.
 - **Risk Management:** Identifying and mitigating financial risks to protect the organization's assets.
 - **Financial Analysis:** Conducting in-depth analysis to provide insights and support decision-making.
 - **Compliance:** Ensuring compliance with financial regulations and internal policies.
-
- ❖ **New Oxford School Sakrand and Insaf Public School Golo Dahri Profiling Students & Teacher 2017 & 2023**
 - ❖ **IBA Sukkur SAT-VI Project 2016, 2017 & 2018 Invigilator.**
 - ❖ **1-year Experience Teaching School (Oxford Public School Sakrand) 03-11-2014 to 30-10-2015**

TRAININGS

- ❖ **Cran / DevCon**
(Child Rights)
Venue: Sakoon Hotel Nawabshah, Sindh
Date: 18-22-August 2017
- ❖ **Sindh Education Foundation (SEF)**
(Southern Region in Report Dissemination Session of SOADI)
Venue: Royal Taj Restaurant Nawabshah
Date: 31-12-2017.
- ❖ **Sindh Education Foundation**
(Building Capacity of Operator)
Venue: Aleez Guest House Nawabshah
Date: 23-30 April 2019
- ❖ **PTCL Hyderabad (Internship)**
(6 Week under Regional General Manager Hyderabad,)
- ❖ **UNDP Pakistan**
(Entrepreneurship)
Venue: SBBU SBA
- ❖ **NHN Sindh Chapter**
(Safeguarding)
Venue: SAFWCO Office Hyderabad, Sindh

- ❖ **The Aga Khan University**
(Benazir Nashonuma Program)
Venue: Sakoon Hotel Nawabshah, Sindh
Date: 18-08-2022 to 22-08-2023

- ❖ **IRC / PSEA / UNICEF**
(GBV, Say No to Sexual Misconduct)
Venue: Indus Hotel Hyderabad, Sindh
Date: 25-27 September 2023

LANGUAGES

- ❖ **English**
- ❖ **Sindhi**
- ❖ **Urdu**
- ❖ **Punjabi**
- ❖ **Sarkari**