

SHAIKH MOHAMMAD IARBAAZ

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Objective and Skills

Objective: To work as a Partnership/Communication/CSR Manager helping organizations build stronger relationships and raise funds through strategic communication

Experience and Skills

- Experienced Professional with a demonstrated history of working in NGO sector for Social Enterprises, Project Planning and Designing, Proposal Writing, Corporate Social Responsibility, Communication, Fundraising, Marketing and Content Development.
- Skilled in CSR, Corporate-NGO Relationships and Partnerships Engagement, Marketing and Business Development, Project Documentation, Internal & External Communications, Social Media and Grassroots Fundraising.

Work Experience

July 2018 - Present: Manager - Foundations and Corporate, Sense International India

Roles and Responsibilities:

- Network and connect with Trusts, Foundations and Corporates and understand their objectives/ CSR strategies for effective engagement and partnership
- Develop, implement and manage a Trust/Foundations and Corporate engagement strategy which helps to fulfil organisations strategic and fundraising objectives
- Prepare competitive, efficient and effective project proposals and budgets to be sent out to various funding bodies and follow up on submitted proposals and budgets
- To work closely with Public Engagement team and support in building and achieving the fundraising targets
- Continually research new opportunities at specific target markets, making cold approaches and develop proposals to secure support from trusts, foundations or corporates
- Represent and position organisation as a preferred partner to various corporate, trusts and other audiences at key CSR and Corporate Forums and deliver pitches and presentations
- Responsible for achieving set fundraising targets and specifically initiate tie-ups with Trusts, Foundations and Corporates
- Utilizing the strength of organisation as a brand for organisational development and engaging with various funding bodies
- To engage with donor agencies on regular basis to keep them apprised of the project development and facilitate donor visits.

About Sense International India: Also known as Sense India (www.senseintindia.org), the organisation works for children and adults with deafblindness. Deafblindness is a unique disability, wherein an individual has both visual and hearing impairment. Sense India works for providing early intervention,

education, healthcare and livelihood services to individuals with deafblindness along with advocating for their rights. The organisation works across 22 states of India, in partnership with 59 organisations and has reached out to over 78,000 children and adults with deafblindness through its interventions.

August 2017 - June 2018: Senior Technical Writer, Infostretch

Roles and Responsibilities:

- Writing Proposals and RFPs for the Company
- Proof Reading of Proposals, Statement of Work, RFPs and other content created by Presales Department
- Bringing in Creativity in representation and writing of Proposals and RFPs
- Updating/Improving the Current Content
- Creating a Databank of ready to use material for RFPs and Proposals
- Creating a Corporate Profile
- Support in other Content Development Requirement
- Pitches, Presentation and Case Stories for the Company

About Infostretch: Infostretch (www.infostretch.com) is a Digital Services and Solutions provider for the enterprises to better integrate technology in their day to day operations bringing effective communication and collaboration between product development and IT operations. The company has expertise in developing and testing of the digital solutions for enterprises with Quality Engineering Testing, Development and Operations solutions and IoT (Internet of Things). The company has over 10 years of experience in DevOps, QE and Automation. The current operation is spread across 3 countries - USA, UK and India and has been recognized around the world by customers, peers and employees for its entrepreneurial spirit and innovative work.

September 2015 - August 2017: Head, Research Documentation and Communication Cell, Saath Charitable Trust

Roles and Responsibilities:

- Managing a team of 3, for the overall communication of Saath Trust and Saath Livelihoods Services
- Proposal/Grants writing and fundraising for the organization
- Funder/Donor/Corporate relationship and partnership management
- CSR and Employee Engagement Activities with Donors/Corporates
- Project Planning and Designing for the Organisation
- Development of Survey Forms/Monitoring and Evaluation Forms in English/Hindi and Gujarati
- Documentation of 13+ different projects of the organization
- Responsible for Website, Social Media and Print Media of the entire organization
- Annual Report for the organization and has been the lead person in the development of the past 3 years report of the organization
- Management of all the communication material of Saath such as Brochure, Banners, Pamphlets etc.
- Facilitating Interns, Volunteers, Funders, Individual Donors and any other visitors to the organization
- Donor compliance reports of all projects
- Application for Awards, Certifications and Accreditations for Saath

- Carrying out the research projects for the organizations as well as support other organizations approaching for their own research projects.

Previous Positions held in the Organisation:

April 2014 - August 2015: Assistant Manager, Research Documentation and Communication Cell, Saath Charitable Trust

March 2013 - March 2014: Assistant Coordinator, Research Documentation and Communication Cell, Saath Charitable Trust

About Saath: Saath (www.saath.org) is a 28 year old charitable trust based out of Ahmedabad. Saath works for the upliftment of the urban poor and has presence across Gujarat, Jharkhand, Bihar, Rajasthan and Mumbai. The organization has different programme across sectors of Livelihoods, Health and Education, Urban Governance, Human Rights, Affordable Housing, Rehabilitation and Resettlement and Financial Inclusion. With the current staff of over 150 people Saath is also the parent organization of 3 other institutions namely Saath Livelihoods Services which focus on promoting social enterprises, Saath Savings and Credit Cooperative Society which provides access to savings and credit to urban poor and has 20,000+ members and Saath Mahila Savings and Credit Cooperative Society which provides savings and loan to rural women and has 5,000+ women members.

Achievements:

- Emerging Not-Profit Leader training and certificate from American Express Leadership Academy with Common Purpose.
- Proposal Writing: Godrej, HT Parekh Foundation, HSBC Bank, UNICEF, Ford Motors, Project Inspire, Reliance, Shivia, Smile Foundation, Give India, UN Habitat, USAID, Waghbakri, MHFC, European Union, Coca Cola, IGate, Vibha, Bihar State Government, Gujarat State Government, Direct Aid Program Australia, Google India: Totaling a sum of over 15,00,00,000 INR
- Application for Awards, Certifications and Accreditations for Saath: Securing the Citi Micro Enterprise Award for the organization and India NGO Award for the year 2014-15 in the Medium category for the organization, GuideStar Platinum Transparency Award 2016 and 2017, ICE Awards for Saath's Annual Report 2014-15
- Intern and Volunteer coordination and facilitation including development of a comprehensive induction programme and facilitated more than 100 interns in over 4 years
- Research support to other organisations such as Observer Research Foundation and Tudelft University, Netherlands
- Overall Social Media of Saath: Blog, Twitter, LinkedIn, Google+ and Facebook pages and developing following to 5,000+ followers (blog), 248 followers (Twitter), 600+ connections (LinkedIn) and 2,000+ likes (facebook)
- Co-Author: 'Newly Trained Youth in India - The Challenge of Job Retention and the Need for Broader Support Networks' published by JustJobs Network as a series of articles from across the globe entitled - 'Overcoming the Youth Employment Crisis - Strategies from Around the Globe' (<http://justjobsnetwork.org/overcoming-the-youth-employment-crisis-strategies-from-around-the-globe/>)
- Co-Author: 'Spotlight Saath: Can a training program boost the wages of construction workers?' published by Just Jobs Network as a series of articles from globe entitled - 'Global Wage Debates: Politics or Economics' (<http://justjobsnetwork.org/wp-content/pubs/reports/Joint%20Report%202015.pdf>)
- Led the development of: Documentation of trainings and events, Annual Reports and communication materials.

- Worked on producing materials and coordination of joint conference organised by Saath and JustJobs Conference on -‘Working Towards Shared Prosperity Through Just Jobs’ in which over 60 participants from National and International Organisations were present

Internship

December 2012 - January 2013: Research, Documentation and Communication Cell, Saath

- Survey of 9 Economically Weaker Section Housing sites of Ahmedabad
- Developed documentation including CSR Presentations
- Led the development of a basic outline for forming a ‘Philanthropic Club’
- Produced Programme Profiles of the organisation’s projects

SCHOLASTICS

Year	Degree	Institution
2011-2013	Masters in International Business (Major in Operations)	IESEG School of Management, Lille FRANCE
2006-2010	B.E. (Electronics & Comm. Engineering)	Government Engineering College, Surat (V.N.S.G.U.) INDIA
2006	Intermediate (Science)	T & T.V. High School, Surat (Gujarat Board) INDIA
2004	Matriculation	SIR J.J. ENGLISH MEDIUM SCHOOL, Surat (Gujarat Board)

PERSONAL DOSSIER

Nationality: Indian

Date of Birth: 12th May’89

Permanent Address: 7/892 Rampura Garden Mill Road 395003 Surat, Gujarat, INDIA

Languages Known: English, Hindi and Gujarati