

Sajid Shaheen

Father’s NameMuhammad Tufail

Marital Status Single

Religion Islam/sunni

Date of birth: 11 December 1990

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Nationality: Pakistani

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**Career Objectives**

To work in a dynamic environment where I can broaden my horizon by complementing my Theoretical knowledge by practical experience to achieve a career where, I have the opportunity to learn something new.

To achieve a career where, I can use my education and experience to contribute in society positively.

A Challenging Career with an organization offering an Opportunity to Learn and apply creative and managerial skills and to reach at the height of excellence and acquire the chance to be among the best and choicest personals in the field.

**Educational Qualification**

* Graduation (Mass communication) AIOU 2015
* Intermediate (General Group) BISE Board 2012
* Matriculation (Science Group) BISE Board2009

**Diplomas:**

* **Office Application:**  **(August 2010)**

Ali Computer and Commerce Center (ACCC) Rawalpindi

* MS-Word
* MS-Excel
* MS- Access
* MS-Power Point
* IN Page
* Photo Shop
* Internet Service Providers local area network & wide area network (LAN/WAN)

**Professional Experiences:**

**Data Managenent Officer-Rawalpindi**

**Aurat Publication & Foundation Services-Pakistan (Funded by DFID, World Bank) 19-Jan-17 to 30-May18**

**Project Background.**

Waseela-e-Taleem - BISP: Aurat Foundation is the implementing partner of Pakistan's largest safety net program of Government, the Benazir Income Support Program. With the financial assistance by DFID.The basic objective of the program is to assist the GoP in achieving MGD targets for universal primary education through conditional cash transfers to BISP beneficiaries. The program is aimed at mobilizing BISP beneficiaries (mothers) to enroll her primary school going children (age 4-12 years) in primary schools and qualify for RS.750 cash transfers per child per quarter.

As **Data Management Officer** Rawalpindi under the project Waseela-e-Taleem (WeT) supported by Benazir Income Support Program (BISP) Government of Pakistan from 19 Jan 2017

**KEY RESPONSIBILITIES:**

* Refinement and cleaning of hard data and report generation.
* Maintenance of monthly data backup of office systems.
* Close liaison with IT department at PMU and daily progress reporting
* Coordination with field staff and district team lead.
* Excellent Online and offline data base management for MSCA, registration, admission, mapping attendances compliance processes.
* Troubleshooting and installation of software (when required).
* Office Network and official email configuration.
* Proficiency in computer usage and maintenance.
* Have high command on online database software usage.
* Maintenance of monthly Accounts Fund expenditure report (**FER)** and leaguer.
* Maintenance of Human Resources (**HR)** documents District staff.

**Senior Tacher -Rawalpindi 1 May 2016 to 31 December 2016**

**Aashiyana Jannat School System Rawalpindi**

aashiyana jannat school was established in 2001 and is a co-educational, full primary, state school. It is a urbun school situated in the Rawalpindi District.

Our current philosophy is to provide learning programmes that are challenging and appropriate to the present and future needs of our children – Skills for Life. The school recognises its responsibilities to meet the learning requirements of all children including those with special learning needs and within its general teaching programmes.

**KEY RESPONSIBILITIES:**

To senior teacher computer and science subjects

To plan and prepare appropriately the assigned courses and lectures

To conduct assigned classes at the scheduled times

To plan and implement effective classroom management practices

To engage students in active, hands-on, creative problem-based learning

**Tehsil Coordinator-Rawalpindi 26 December 2014 to 15 April 2016**

**Aurat Publication & Foundation Services-Pakistan (Funded by DFID,World Bank)**

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As **Tehsil Coordinator Rawalpindi** under the project Waseela-e-Taleem (WeT) supported by Benazir Income Support Program (BISP) Government of Pakistan from 26 December 2014

**KEY RESPONSIBILITIES:**

* Mapping of beneficiaries families.
* Mobilization of BISP beneficiaries families.
* Registration of childrens.
* Enrollement of BISP beneficiaries children.
* Shall be responsible for all activities at thesil level including micro supply capacity assessment (MSCA) survey, beneficiary mobilization campaign, wt women registration centers and admission & attendance compliance, msca, mapping of bisp beneficiaries, formation & management of bbcs,etc.
* Admission compliance.
* Attendance complance.

**Aria Supervisor -Rawalpindi**

**The Will Power Foundation (13-Jan-2013 to 13-Nov-2013)**

**Project Background.**

The will power Organization working **Drugs Kill, Human Rights and Education** is **since** 1998 in District Rawalpindi. I worked in this NGO on the following position in **Aria Supervisor** Tehsil Rawalpindi.

**KEY RESPONSIBILITIES:**

* Supervising the daily operations branch office
* Keeping track of the expenses and developing operating budget
* Train the employees to work efficiently to ensure smooth and continuous operations
* Select new candidates by taking interviews whenever necessary
* Maintaining the employee attendance records and leave reports
* Assisting various policies to the management staff that would help in meeting business goals
* Managing appraisals and performance evaluation for employees
* Monitoring the on-going work and identifying the problems if any
* Providing proper customer service by responding to their questions and complaints in a timely manner
* Communicating with the staff and employees to understand the problems and other important aspects

**Tehsil Coordinator-Rawalpindi**

**The Resources Paradise Welfare Society (RPWS):** **(5-Feb-2011 to 30-Dec-2013)**

The Resources Paradise is a national NGO working **Education & Health** since 2005 in Asia. I worked in this NGO on the following position in different projects and District Rawalpindi.

Exceptional communication skills encompassing counseling, consultation, negotiation, liaison, conflict resolution and advocacy. Able to establish rapport and engage a diverse range of people in relevant processes and interventions. Provide social work services to the Emergency Department to optimize health outcomes for patients, and maximize benefits for families and careers. Maintain professional development and stay abreast of latest methodologies and technologies.

* We trained the students for school safety drills.
* We also trained the staff of the school for school safety drills.
* Counseling for students and teachers.

**KEY RESPONSIBILITIES:**

* Research on proposal / grants.
* Doctor & Camp’s Arrangements
* Seminar conducting in interfaith day.
* Creating monthly newsletter.
* Documentation.
* Communicating with media.
* Activity documentary
* Arranging audience and guest speakers.
* Community mobilization with five different faiths like Muslims,christen etc. communities in District Rawalpindi.

**Trainings:**

**Under Aurat Foundation:**

* Staff Orientation regarding a project of Benazir Income Support Program (BISP) **“Waseela-e-Taleem”** (WeT) at WeT District office Rawalpindi by Madam Abida Naqvi (District Coordinator Rawalpindi) in 8th December 2014.
* Staff Orientation regarding **“Registration Camp”** for the enrollment of the children of BISP Beneficiaries by Mr. Muhammad Lal (Regional Manager of WeT Program) at WeT District Office Rawalpindi in 5th January 2015.
* **WeT Application** for uploading the child of the BISP Beneficiaries (Online & Offline Application) by District Coordinator Rawalpindi as on 8th January 2015.
* Training regarding the **BBC Formation and its Monthly Meeting** by Ms. Sobia (Training Manager) at WeT District Office Rawalpindi as on 06th July 2015.

**Skills:**

* Having skills to work as a part of team as well as ability to lead the team for the achievement of desired targets.
* Maintenance of monthly Accounts **Fund expenditure report** (FER).
* Maintenance of **Human Resources** (HR)documents staff.
* Ability to work under pressure & handle heavy workload effectively & efficiently.
* Ability to communicate effectively in writing and verbally.
* Co- operative and hardworking.
* Fully Command in **Excel Ms Word** PowerPoint and internet and in page.
* Arranging different type of seminars and programs.
* Arranging audience and guest speakers.
* Communicating with media.
* Art of social mobilization and community empowerment.
* Design, develop and conduct customized training programs for staff.
* Expert in lobbying, advocacy and consultations for women
* Ability to Counseling and empowering women, men and youngest

**LANGUAGES**

Urdu (Native) English (Fluent) Arabic (Fluently Read & Write).

**Interests:**

* Reading books
* Music
* Love to work in MS Access & Excel
* Art & Crafts

**References:**

Will be furnished on demand