

Sharaz Indryas

Program Officer, (Public Campaigns and Advocacy)

I am a motivated and analytical Program Officer with more than 5' year's of experience in the Administration and Operational services industry, specializing in Monitoring and Evaluation. I am proud of my solid track record of delivering projects that have had proven benefits to employers and am now looking to take on greater responsibility, with Projects Management and Monitoring.

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Amir Town , Lahore, Pakistan

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EDUCATION

Bachelors in Political Science

University of Balochistan

08/2015 – 09/2017

A levels

Concept Academy

08/2013 – 08/2015

O levels

St Francis Grammar School

03/2010 – 08/2013

WORK EXPERIENCE

Program Manager(Public Campaigns and Advocacy)

Dar-ul-Sukun

05/2015 – 09/2019

Dar ul Sukun is a national Christian philanthropist organization spearheading relief and development services for people with disabilities and marginalized people in Pakistan

Achievements/Tasks

- Coordinate and Assist Advocacy Coordinator in Designing, Planning and Implementing Advocacy strategy and campaigns for SDPI. Organizing Seminars, Workshops and Special Lectures; shall spend much of the time in correspondence with speakers, press and invitees. Write and send press releases, write seminar reports and undertake background research on the topics of seminars. Assist Advocacy Coordinator in recording minutes of the meeting make "Advocacy Unit" for different purpose. Support the process to form networks with various stakeholders such as development sector donors NGOs, private sector, research organizations and academic institutions to mobilize their support for sustainable development initiatives.
- Accomplished project tenure, successful fund raising campaigns and starting of new campaigns.

Admin Officer

SEHER

03/2013 – 04/2015

is a Canadian funded provincial NGO working on poverty alleviation, human development and rights of women

Achievements/Tasks

- Responsible to implement the project activates in close coordination with project participant, prepare monthly and weekly work plan and manage project budget and inform Organization executive committee and project management committee of any under or over spending of budget. Manage and supervise project activates through project life cycle. Interact with project funding NGO to develop understanding of key deliverables of projects and also provide phasing and scheduling of project
- SEHER end up with educating 680 Children and 200 Womens was given free vocational training with monthly stipend in the remotest areas of Balochistan and Sindh

SKILLS

Thinking through first Principle

Goal Oriented

Marketing

Resiliency

Future Focused

Leadership

Time Management

Turning ideas into believes

Persistence

ACHIEVEMENTS & CERTIFICATES

Employee of the Year (05/2016 – 06/2017)

Awarded Employee of the year appreciation certificate from Dar-ul-Sukun through services and volunteering.

Honorary Member of Dar-ul-Sukun as a volunteer
(05/2015 – Present)

I have been volunteering philanthropist organizations as a volunteer member

LANGUAGES

English

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

Pashto

Native or Bilingual Proficiency

INTERESTS

Chemistry

Philanthropy

Sustainability

Physics

Innovation

Reading

Extraterrestrial life

Motivation through sucess stories