**SHABBIR SIDDIQUI**H 17/6, Jamia Nagar, New Delhi-110025

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M: +91-9911734085

**PROFILE SUMMARY**

A versatile, highly energetic and goal-oriented development professional with +5 years of experience of project monitoring & evaluation, documentation and communication.  
**Professional skills**

* Ability to write reports and press releases.
* Highly organized with good time management skills.
* Proficient in monitoring & evaluation of projects.
* Excellent in designing and executing the campaign model to mobilize community people.
* Excellent in networking with community and government stakeholders with ability to work towards successful accomplishment of projects.
* Proficient in computer application such as MS office etc.
* Ability to chart strategic communication and use Information and communication tools (ICTs) to spread awareness and ensure people participation in the process of project implementation.
* Possess excellent communication skills in both English and Hindi.  
    
  **PROFESSIONAL EMPLOYMENT**

**SAMAJIK PARIVARTAN SANSTHAN**

**Krishna Nagar, Ranchi, Jharkhand**

**Sr. Project Coordinator-Urban Governance**

**(October 2017- Present)**

**Key Responsibilities:**

Responsible for:

* Implementing the project **Strengthening Urban Governance, supported by National Foundation for India, New Delhi** in targeted wards of Giridih & Bokaro district of Jharkhand.
* Closely working with local body representatives to empower them and ensure formation of ward level sub committees.
* Organizing capacity Building for the members of ward committees, ERs and ULBs on Micro Planning, provision of 74th Amendment in the constitution and its participatory implementation at grass root level.
* Conducting periodic meetings with ground staffs, organizing exposure visit and district and state level advocacy to replicate the successful models of water and waste management practices .
* Organizing thematic camp for spreading awareness at household level on the issues of access to safe water, sanitation and waste management.
* Writing monthly and quarterly project progress report and undertaking regular field visit to review the project.
* Networking with community and government stakeholders to seek their support and replicate successful water models in other area.
* Coordinating with trainings partners and funding agencies to organize trainings and workshops for project stakeholders.

**DIGITAL EMPOWERMENT FOUNDATION (DEF)**

House No. 44, 2nd Floor, Kalu Sarai, New Delhi – 110016  
**Communication cum Documentation Officer -Skill Development**

**(9th of July 2014 – 27th of October 2017)**

**Key responsibilities:**

* Created proposal and concept notes to seek CSR from PSUs & corporates and promoted Google -HWGO skill development training programs among targeted stakeholders.
* Identified and communicated with responsible training providers for efficient trainings.
* Developed advocacy and Information Education and Communication (IEC) materials for mobilization and Promotion of skill development training programmes in project areas
* Coordinated and supervised Placement Coordinator to organize corporate visit and RojgarMela for ensuring time boundplacement of trained youths.
* Prepared budget and communicated with project manager to report on utilization of fund
* Developed content for public information such as fact sheets, press releases, success stories and news letters.
* Collected project level data, compiled and analyzed the data to present the result of various training programmes and provided recommendation for improvement.
* Coordinated and communicated about the training programmes to community and government stakeholders such as school & collage principal, DEO etc.
* Compiled descriptive report, writing project progress report and developed monthly & quarterly action plan to ensure time bond implementation of the project.
* Managed financial expenditure of the centres and ensured spending within budget.
* Reported on performance and achievements of the team to higher management on daily basis.
* Maintained MIS on regular basis and documented awareness and resource mobilization activities in project area.

**Key Contribution and Accomplishment**

* Setup 3 new training centers in MP, identified and enrolled drop out unskilled youth into training programmers.
* Increased the productivity of ground staffs through time to time training on documentation andutilization of fund at grass root level.
* Conducted various events, campaigns, seminars, training and workshop on skill development & digital literacy.
* Increased the enrollment of targeted youth through mobilization and promoting service project area.
* Identified and initiated for effective and market demand based skills development programmes that motivated and benefitedlearners in targetedareas.
* Identified potential local employers and created large database of employers to ensure time bound placement of trained youths.

**CASP PLAN INDIA**Sarita Vihar, New Delhi

**Programme Officer- AZ-YHP**

**(15thof October 2012 –7thof May 2014)**

**Key responsibilities:**

* Supervised the work and performance of field Staffs and organized Peer Educator Training on adolescents health and hygiene.
* Conducted community and government stakeholders meetings to mobilize people, promote organizational goals and ensure participatory implementation of the project.
* Identified Potential Peer Educators and organized training for them on adolescent health.
* Conducted mass media activities to mobilize community people as well as spread awareness about adolescent health related issues like STDs, menstruation hygiene etc.
* Wrote Project progress & review reports and prepared budget to utilize it at grass root level.
* Coordinate transportation, delivery of materials and supplies to Health Information Centers (HICs).

**Key Contribution and Accomplishment:**

* Organized and participated in various adolescents health related awareness thematic camp and ensured participation of peer educators in spreading awareness about adolescent health and development.
* Changed community people mindset on adolescent’s health related issues such as menstruation & hygiene by consisting organizing rallies, thematic camp and meeting with community people.
* Designed Information Education and Communication materials (IEC) on adolescenthealth with the help of seniors and made community people awareness about communicable and non communicable diseases such as tuberculosis, HIV and Sexually transmitted infections (STIs) and healthier lifestyle.

**ACHIVEMENTS & VOLUNTEERING**

* Made documentary on Child trafficking (Shout of Silence).
* Volunteered more than 15 programs in past year for Tata Communication and other NGOs.
* Made radio feature on state of pollution of Yamuna and its environmental concern and issues.
* Acted in Theatre and did photography on social issues such as Poverty and unplanned urbanization.
* Attended one day seminar on RTE-2009, organized by Plan India.
* Participated in NDTV debate on right of disabled person in employment.

**EDUCATIONAL CREDENTIALS**

* PG Diploma in Development Communication from MCRC, JAMIA MILLIA ISLAMIA, New Delhi in 2012.
* Bachelor Degree in sociology from Vinoba Bhave University, Hazaribagh in 2010
* Intermediate from JAC (Jharkhand) in 2007
* High School from Jharkhand board in 2005

**LANGUAGES KNOWN**

* English
* Hindi
* Urdu

**HOBBIES**

* Reading Books
* Photography
* Watching documentaries

**PERSONAL DETAILS**

Father’s Name Mr. Zubair Siddiqui

Date of Birth 25-01-1988

Marital Status Single

Nationality Indian  
**PERMANENT ADDRESS**

Qr no B/5, DSP colony  
 Chas, Bokaro- 815306 (Jharkhand)  
**REFERENCES**

**Ms. Ayesha Bask**

(State Coordinator)

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Versova Village, Andheri (W), Mumbai-400061

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**Mr. Samiur Rahman**

(Executive Director)

The Hope Project

Nizamuddin, New Delhi

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