

CURRICULUM VITAE

MOHD. SHAHID GHANI

A-1, First floor, Husna
Apartment, Ansar Nagar,
Karbala Tank Road, Ranchi-
834001 (JHARKHAND)
M- 9934365480, 9718786145
shahid.ghani2@gmail.com

Need for a healthy and productive environment where I can use my analytical skills and commitment to perform quality work.

Work Experience:

Worked in **Kailash Satyarthi Children's Foundation** as **District Coordinator- Program**, Koderma (Jharkhand) from September 2017 to May 2019.

Responsibilities:

- To ensure smooth implementation and coordination of KSCF's Bal Mitra Gram (Child Friendly Village) programme.
- To supervise all project staff in the project locations and provide strategic direction to the team.
- Pay regular visits to the project villages to strengthen community outreach and ensure implementation of project activities.
- Coordination with the local partners for the mandate of child rights.
- Documentation of best practices & preparation of case studies.
- Reporting to the senior management and feeding to the MIS.
- Responsible for the budget expenditure and monitoring of budget expenditure according to the project matrix.
- Develop and strengthen partnerships with the local government, civil society organizations and other stakeholders for implementation of project activities.
- Take a lead role in advocacy and dissemination activities with the Government during the project period.
- Identify need based training of the staff in accordance with organizational policy and carry out annual appraisal based on agreed work plan.
- Conduct weekly/ fortnightly/ monthly meetings with staff, seek and apply inputs from the staff for effective programme implementation.
- Ensure financial monitoring of the project activities in accordance with the narrative report.
- Recruit, lead and develop the Programme team in field, including setting performance objectives and performance reviews together with the HR.
- To contribute in design of all project related surveys in the project area and ensure in their implementation.
- To carry out any other responsibility as directed by supervisor.
- Stay informed about larger educational, economic and developmental issues as well as those that relate to the organization's programmes.

Previous Experiences:

Worked in **SOS Children's Village of India, Jammu** as **Sr. Co-Worker- Youth** from 16th January 2017 to July 2017.

- To ensure Overall development of youth, improvement in academic & behavior, Qualitative improvement in living standard.
- Accountable for integrated care & development of youths pursuing various academic, vocational & professional courses, and also facilitates the process of their job settlement. Liaison with government/ private institutions, and relevant stake holders for the well being of children & youths.
- Ensure holistic support & parenting to children & youths.
- Also responsible to prepare budget, monthly report, quarterly report, activity report, Child Progress Report etc.

- Worked in **Possit Skill Organization** under the **SMART** - Skill Development Training Project of **Tech Mahindra Foundation**, New Delhi as **Project Manager** from November 2015 to 12th January 2017.

- Planning, execution, monitor day to day operation of the training activities and to ensure the quality training of youth at the center as per the training calendar.
- Strategize the outreach plan to create awareness in the community and ensure execution of all outreach activities to achieve maximum enrolment at the center.
- Lead the counseling session of every Youth to identify their aspirations and expectations and complete enrolment process.
- Ensure that all information like youth enrolment, placements is updated in IT platform by Center Support.
- To update the MIS, prepare the quarterly & annually reports and also responsible all kind of documentation including preparation of activities reports, success stories etc.
- Ensure the pre and post assessment process of the trainees to provide right job to the candidate.
- To connect and build rapport with local employers/placement agencies and convert them as panel employers to ensure job opportunities to the trainees.
- Day to day reporting & liasoning with the TMF team as per requirement.
- Review the performance of trainers and Center Support resource and give constructive feedback for their performance improvement
- Participating in the hiring and selection process of Center Team.
- Participating in various workshops, meetings held by Tech Mahindra Foundation.
- Also responsible to all kinds administrative work at center level.

- Worked in **Child Fund India**, New Delhi as **Monitoring Officer** from September 2012 to March 2015.

- Responsible to mentor & monitor minimum 13 GRCs (Gender Resource Centers).
- Responsible to make minimum two visits per GRC in a month, one is planned/informed and another will be surprise visit.
- Prepared monthly monitoring reports and submit to Project Manager.
- As Nodal person of Health, responsible for data compilation & communication with 65 GRCs regarding Health component.
- Responsible to prepare/design Annual Health Plan and identify the gap & sort-out the issue regarding Health Component.

- Support to team on administration of the office.
 - Also involved need based to other GRCs-SK in the absence of concern monitoring officer.
 - Coordination & liaising with DC office/DRC/ and PMU-SSS, other stake holders and attend all meetings.
 - Additionally associated to provide trainings to C.B.Os, N.G.Os, and other stakeholders on different social issues and Social welfare schemes of Govt.
 - Responsible in the recommendation of grants/fund while the installment is released.
- Worked in **Chetanalaya**, New Delhi as **Assistant Project Coordinator** for Sustainable Community Development Programme, at Kalyanpuri area from February 2012 to July 2012.
 - Worked in **Centre for Equity Studies**, New Delhi (Dil se campaign - a programme of Child rights, Collaboration with AMAN BIRADRI) as Shelter Home **Coordinator cum Manager** from October 2010 to June 2011.
 - Worked in **Gramin Vikas Trust**, Ranchi (Established and Managed by **KRIBHCO**) as a **Coordinator (M & E)** from Oct.' 08 to March' 2010. CAPART had enlisted GVT as a regional Monitor & Evaluator; I used to visit the different NGOs working in the state of Bihar and Jharkhand under PC scheme of Vocational & Employment Generation Training funded by CAPART. Also to submit the appraisal / evaluation report to CAPART on behalf of GVT. Apart from this I was also involved in **MGNREGA** capacity building training & impact study, WADI project- livelihood program for Tribal of Jharkhand, STeP Project and also part of ToT team.
 - Worked as a district monitoring team member for Haryana and Jammu & Kashmir in **SDS (SOCIETY FOR DEVELOPMENT STUDIES)**, New Delhi from august 2005 to April 2006. Ministry of Rural Development has designated SDS as the District Level Monitoring Agency for Total Sanitation Campaign for the states of Haryana and J & K, as a member of district Monitoring team involved in data collection & primary survey at village level and visited to households, Schools, Panchayat, Aanganwadi to collect the data. Also assisted the principle investigator to compile the final report.

Professional Qualification:

- **MSW** (Master of social work) from Ch. Charan Singh University, Meerut (UP) in 2008.
- **BSW** (Bachelor of Social work) from Jamia Millia Islamia, New Delhi in 2006.
- **12th** from **B.I.E.C.** Patna, 1999.
- **10th** from **B.S.E.B.** Patna, 1997.

Strength:

- Problem solving attitude.
- Adaptable & open for new challenges.
- Liasoning & Networking with Government department.
- Good knowledge of culture & rituals of India.
- Result Oriented Professional & Active team player.

Personal Details:

Father's Name : Mr. Azmat Ali Ghani
 Date of Birth : 15th October 1982
 Sex : Male

Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi & Urdu
Hobbies : Reading, Traveling & Making Friends.

(MOHD.SHAHID GHANI)