

MUJEEBUR RAHMAN

Address: H. No. 1898, Near Shahi Masjid, Mohalla Saraya
Vill & Post Pipalsana, District Moradabad- 244402

Phone: +91 9759898600

Email: mujeeburrahman390@gmail.com

OBJECTIVE

Seeking challenging assignments in Developmental Sector in Program Management/Projects Management commensurate with my analytical and managerial skills with an opportunity for professional growth based on performance.

WORK EXPERIENCE

12-04-2022 to 31-12-2023

**Field Officer, Manav Sansadhan Evam Mahila Vikas Sansthan,
Varanasi**

Responsibilities:

Project Implementation and monitoring

Ensure implementation of the project in targeted community.

Support the team in conducting Household Surveys and Learning Level Assessment in the community.

Ensure the enrolment of children between 6 - 14 years, in school under RTE Act.

Ensure regular tracking of the children for improving their regularity in the school.

Open and ensure proper running of Motivational Learning Camps in villages (which focused on NSG and dropout children aged 6-14 yrs)

Planning, Preparation and Supporting Field Facilitators for external and internal visits.

Documentation and Report Writing

Consolidate case studies, documents and provide timely and quality reports.

Liaisoning and Building Relations with the stakeholders:

Mobilize support from Pvt. and Govt. schools and facilitate community meetings and other interface to ensure strong participation of community in program operation.

An increase in awareness levels of communities through regular home visits and parents and children counseling.

Coordinate and organize Parents & Teachers meetings and sports in the schools.

Other Activities

Formation of BMSS & Youth Group in the villages.

Conduct medical camps in the villages.

Conducted Parents & Teacher Meeting in the villages.

Coordinated Nukkad Natak in the villages.

Undertake appropriate additional responsibilities as assigned by the line manager.



Edit with WPS Office

03-07-2017 to 30-09-2021

Field Officer, GoodWeave India Trust, Greater Noida

Responsibilities:

Project Implementation and monitoring

- Ensure implementation of the project in targeted community.
- Support the team in conducting Household Surveys and Learning Level Assessment in the community.
- Ensure the enrolment of children between 6 - 14 years, in school under RTE Act.
- Ensure regular tracking of the children for improving their regularity in the school.
- Open and ensure proper running of Motivational Learning Camps in villages (which focused on NSG and dropout children aged 6-14 years)
- Planning, Preparation and Supporting Field Facilitators for external and internal visits.

Documentation and Report Writing

- Consolidate case studies, documents and provide timely and quality reports.

Liaisoning and Building Relations with the stakeholders:

- Mobilize support from Private and Government schools and facilitate community meetings and other interface to ensure strong participation of community in program operation.
- An increase in awareness levels of communities through regular home visits and parents and children counseling.
- Coordinate and organize Parents & Teachers meetings and sports in the schools.

Other Activities

- Conduct medical camps in the villages.
- Coordinated Nukkad Natak in the villages.
- Undertake appropriate additional responsibilities as assigned by the line manager.

EDUCATION

Master of Social Work (M.S.W.)

2017

Teerthanker Mahavir University, Moradabad

Bachelor of Science (B.Sc.)

2013

Hindu College Moradabad, M.J.P.R.U. Bareilly

12th

2010

Hewett Muslim Inter College, Moradabad



Edit with WPS Office

**10th
2007**

Z. H. T. H. S. School, Pipalsana

WORKSHOP/TRAINING ATTENDED

- Four days workshop on **Jodo Gyan TLM** organized by **GoodWeave India Trust**, Meerut, 2019.
- Three days workshop on **Training of Trainers** organized by **GoodWeave India Trust**, Jaipur, 2018.
- Five days workshop on **TLM Creativity** organized by **GoodWeave India Trust**, Hapur, Bulandshahr in 2017.
- Two days workshop on **Sanitation** organized by Department of social work, Teerthanker Mahaveer University, Moradabad, collaboration with **UNICEF** in 2016.
- Two days workshop on **'Child Labour'** organized by Department of Labour Welfare collaboration with **UNICEF** in 2016.
- Three days workshop on **Survey under Annual Status Of Education Report** organized by Department of social work, Teerthanker Mahaveer University Moradabad, collaboration with **PRATHAM NGO LUCKNOW**, 2016.

ADDITIONAL SKILLS

Microsoft Office and internet

REFERENCES

1. **Mr. Jawed Ahmad**,
Manager Community & Monitoring, GoodWeave India Pvt. Ltd,
Greater Noida & Varanasi
Mobile No. : +91 9918329731
Email- jawed@goodweave.net
2. **Mr. Ram Swaroop Gurjar**,
Manager Community & Monitoring, GoodWeave India Pvt. Ltd,
Jaipur
Mobile No. : +91 8875010742
Email- ramswaroop@goodweave.net
3. **Miss. Ghizala Parveen**,
Program Manager, Unnayan Samiti, Greater Noida
Mobile No. : +91 9997640372
Email- ghizalaparveen550@gmail.com

