

Kamran Ahmad Shah

Okhla, Jamia Nagar, New Delhi – 110025

kamran9126@yahoo.com

+91-9990821447

EXECUTIVE SUMMARY

- A self-motivated, proactive and result oriented professional
- Good knowledge on skill training manual development
- Masters in Social Work from a reputed institute
- Excellent analytical (including writing skills) and interpersonal skills with proven ability to lead management agenda and confidence in working with the senior management
- Expertise in strategic planning, grant management, budgeting, capacity Building, monitoring and evaluation

Key Strengths:

- Contributing to strategic planning and providing handholding support to implementation team
- Extensive experience in PMEL and development of skill course and training manual
- 4 years of professional work experience in the development sector
- Managing the MIS of the projects with the help of different tools
- Giving career guidance or counselling to youths

PROFESSIONAL EXPERIENCE

- **Organization** : Centre for Early Childhood Development and Research, Jamia Millia Islamia University, New Delhi
- **Duration** : Feb 2018 to till date
- **Designation** : Programme Officer

Key Responsibilities:

- Establish Foster Care as a discipline of practise in India since Foster Care as an alternate care option was neglected and not much recognized
- Liaison with various government authorities to promote the concept of Foster Care in India
- Capacity building of government officials including Child Welfare Committee (CWC, District Child Protection Units (DCPU) and Child Care Institutions (CCIs) to work in the field of Foster Care
- Streamlined the processes related to Foster Care and placement of the children. In order to do so developed guidelines, information booklets for general population, practitioners and beneficiaries, tools etc for Foster Care practise
- Organized workshops and symposiums to generate awareness about Foster care as an alternative care option in India
- Recruiting, selecting, counselling and training prospective foster parents and families.
- Case management of children eligible for foster care which included risk assessment, counselling, preparing child care plans, restoration with biological family or placement in foster family.
- File management, report writing and publications.

- Organization** : **Udayan Care**
- Duration** : July 2016 to March 2017
- Designation** : Programme Coordinator

Key Responsibilities:

- Lead the overall delivery and development of the USF (Udayan Shalini fellowship) Programme
- Developing the performance measures that support and evaluate the implementation of the Programmes

- Responsible for key decisions as a member of the programme team and maintain in-depth relation with all members of the management team and volunteers.
- Developing and maintaining systems and processes to maintain donors, fellows, team members volunteers and details of all activities database
- Preparing monthly updates and reports of project for the management & Donor agency
- Designing appropriate evaluation tools, including rigorous academic assessment where Appropriate Correspond with USFs, parents, mentors and schools / government agencies as required
- Developing the network of the organization and identifying the Donor Agencies/ investors for the mobilization of the potential resources for social entrepreneurs
- Lead in designing advocacy strategies to influence the relevant decision makers responsible for the implementation of the USF Programme
- Provide leadership in coordination with the other domain specialists and highest level of government partners from the Departments of Education both at national and state levels, in finalizing work plans, timelines, and deliverables.

Organization : **National Commission For Minorities**
Duration : May 2013 to Jan 2015
Designation : Research Assistant

Key Responsibilities:

- Evaluating the progress of the development of Minorities under the Union and States.
- Monitoring the working of the safeguards provided in the Constitution and in laws enacted by Parliament and the State Legislatures.
- Giving recommendations for the effective implementation of safeguards for the protection of the interests of Minorities by the Central Governments or the State Governments.
- Looking into specific complaints regarding deprivation of rights and safeguards of the Minorities and take up such matters with the appropriate authorities.
- Conducting studies, research and analysis on the issues relating to socio-economic and educational development of Minorities.
- Suggesting appropriate measures in respect of any Minority to be undertaken by the Central Government or the State Governments.
- Preparing periodical or special reports to the Central Government on any matter pertaining to Minorities
- Dealing with the RTI applications, first appeals of the RTI and drafting appropriate reply with the approval of the empowered authority
- In charge for 'parliament questions' received from the Member of Parliaments (MPs). Additionally was responsible for drafting reply and afterwards getting approvals from the competent authorities and responding to the respective MPs.

Organization : **PLAN INDIA**
Duration : August 2012 to May 2013.
Designation : Project Officer

Key Responsibilities:

- Building a strong network and advocacy for with various social agencies. (Stakeholders NGO's, Government bodies, Corporate, cultural Communities, Hospital, Panchayat Leaders, Schools and Media)
- Monitoring monthly progress and budget utilization of project activities.
- Assisting management in development of annual work plans and budget for the Foundation
- Handling the daily operations of the Gender Resource Centre (GRC)
- Managing the MIS system of the GRC
- Responsible for reporting and documentation
- Compilation of all data, prepare documents and reports for submission to the government bodies including DRC, MNGO, PMU, SSS under the PC.
- Implementation of the global initiative 'Because I Am A Girl (BIAAG)' in Delhi.

- Worked to promote girls' rights by equipping, enabling and engaging girls of all ages to acquire the assets, skills and knowledge necessary to succeed in life. While attempting so imparted training, life skill education, group counselling, family and individual counselling of the beneficiaries.
- Responsible for developing monthly, quarterly progress reports, semi-annual reports and others

EDUCATION

Year	Course	University / Institution	Mode of study
2010-2012	M.A. in Social Work	IGNOU, New Delhi	Full time
2007-2010	B.A. in Psychology	Jamia Millia Islamia, New Delhi	Full Time

WORK EXPERIENCE (AS A PART OF THE ACADEMIC CURRICULUM)

- Worked with **CHETANALAYA**, New Delhi, India from January 2012 to March 2012
- Worked with **SHAKTI VAHINI**, New Delhi, India from July-2011 to November-2011
- Worked with **DON BOSCO SELF RELIANCE PROGRAMME** from Jan-11 to April-11
- Worked with **St Stephen** (Mother NGO), New Delhi, India from Aug-2010 to Dec-2010

RESEARCH PROJECTS UNDERTAKEN

- Worked with Chetanalaya as a Research Investigator and conducted need assessment study in different colonies of Devli village during Field Work as a part of course curriculum in the months of January 2012 to March 2012
- Worked as a Research Investigator in a project for **Public Grievances Commission (PGC)**, Govt. Of NCT of Delhi in June 2010.
- Worked with **MOSER BAER CSR** Dept. as a Research Investigator in June, 2011 and conducted need assessment study in villages of Noida and Greater Noida.

INTERNSHIPS/ VOLUNTARY ASSIGNMENTS

- Participated as Volunteer in **Centre for Early Childhood Development and Research**, Jamia Millia Islami University, New Delhi in the year 2017
- Participated as volunteer in the event of **CIF (Childline India Foundation)** in the year 2010.
- Participated as volunteer in the event of **BUTTERFLIES** NGO (7th Annual Lecture Series on Children) in the year 2010.
- Participated as volunteer in the 22nd IGNOU Convocation Exhibition in the year 2011

PERSONAL DETAILS

- Date of Birth : 17th April, 1987
- Gender : Male
- Marital Status : Single
- Languages Known : English, Hindi, Urdu

Declaration

I confirm that the information provided by me is true to the best of my knowledge.

Kamran Ahmad Shah