



YASAR SAEED KHAN

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~ Child Development, Youth Intervention Programs, Environment Conservation, Coordination Skills, Human Resource Development ~

Location Preference: Delhi/ NCR

Career Objectives

To take up a challenging career in the field of Social Work and stimulated environment, to utilize my analytical, technical skills and professional abilities to nurture me into high caliber Social professional while being resourceful, innovative and flexible

Key Skills

- Result oriented professional with good communication and interpersonal skills
- Team Player and go getter with flexible and positive attitude
- Ability to work effectively with people of various age groups, cultural background and socio-economic status
- Well versed in various computer skills like MS Word, Power-point and Internet Research

Experience Details

Nov'22~ Present: Action for Autism as a Special Educator -----

- Responsible for conducting skill training activities with persons with autism through individual and group sessions.
- Training activities which include soft skills, employment readiness, on the job training and supported employment.
- Preparation of Individualized Program Plans.
- Prepare training and learning module and aids to facilitate independence.
- Responsible for facilitating on-site and off-site training in Delhi NCR.

Nov'21~ Aug '22: Centre For Education & Communication as Program Officer-MIS & Research -----

- Leading the Azim Premji Foundation Vaccination Consortium project in supporting government efforts to control the pandemic in Delhi. The project proposes to set up an intensive vaccination intervention focused at most at risk and marginal population groups to disseminate correct information on vaccination.
- Assisting in conduction of household-to-household surveys to determine the extent of risk and barrier each household faces.
- Tracking the progress through a Project MIS and Case Studies.

Sep'20~ Jan'21: National Coalition of People Living with HIV as Monitoring & Evaluation Officer -----

Key Result Areas:

- Supported the implementation of Monitoring and Evaluation plans of Vihaan with Sub-Sub Recipients (SSR).
- Ensured timely submission of Monthly & Quarterly report to Principal Recipient (PR).
- Collection and analysis of data from SSR and ensured quality and authenticity of the data.
- Contributing to the implementation of effective monitoring, review and evaluation strategies and activities for programmes against agreed project deliverables.

Sep'19~Nov'19: PRATYeK | NINEISMINE as National Coordinator -----

Key Result Areas:

- Oversaw implementation and coordination of the Children's Parliaments (CP) in India.
- Reporting - result based monitoring and evaluation and impact assessment of the CP project from all state and zonal coordinators. Prepare monthly reports, quarterly and final completion reports.
- Coordinated and monitored implementation of the CP project and manage day-to-day operations and activities in all 6 zones.
- Ensured timely completion of deliverables.
- Catalyzed the team in the conceptualization of target outcomes of the Children's Parliaments projects.
- Mentored partners and conducted training of trainers (project officers, state coordinators, zonal coordinators and community facilitators) on specific CP manuals, SDG Manuals, Advocacy Manual and other topics related to child led advocacy and child participation.
- Assisted in developing training modules and facilitated training workshops and programs for children and adult facilitators to encourage children's participation and child led advocacy actions.
- Organized periodic meetings with project partners and stakeholders and share inputs to review CP plans and enhancement of strategies based on the lessons learnt in the field.

Internship Details

Aug'17~Apr'18: Society for Promotion of Youth & Masses, New Delhi as Intern -----

Key Result Areas:

- Worked closely with children engaged in rag picking and beggary
- Actively volunteered in health camps organized by the organization for the homeless
- Counseling and persuasion of the homeless to ensure regular attendance of their children at the center
- Actively worked towards procurement of essential government documents like Aadhar Card, Ration Card etc.
- Carrying out life skills intervention programs sports, drama, extracurricular activities and developing the skill of team work
- Carrying out counseling sessions for the children to mainstreaming them into real life situations
- Communicating with the professionals at the higher hierarchical positions to take up programs to inculcate necessary vocational skills within children
- Giving tuition classes to homeless

Sep'16~Apr'17: Mobile Creches, New Delhi as Intern -----

Key Result Areas:

- Understanding the functionality of the organization
- Took up the role of facilitator and trainer of sessions to promote team work amongst (early adolescents) children
- Engaged in a holistic learning process including counseling, documentation, center visits
- Managed organization's projects of center set ups in Noida involving; field work, looking into various lands for setting up of new centers, analyzing and reviewing all the data available for lands
- Studying each child's profile thoroughly, analyzing and reviewing organizational intervention for children
- Preparing group of early adolescents for cultural and sports events in the annual inter agency competition program

Dissertation

Jun'17 – Sep'17: Mobile Creches, New Delhi

- Successfully completed dissertation on '*DIET PATTERNS OF CHILDREN IN THE COMMUNITY AND IMPLICATIONS ON THEIR HEALTH*'
- Worked closely with children, their families to understand their health and physical activity patterns in Madanpur Khadar
- Gathered first hand data of children from age 1~ 4 years of age and analyzed it using both qualitative and quantitative methods
- Gained exposure to the culture and personal hygiene of the families in the area

Rural Camp

Dec'16: Bisru Village, Mewat, Haryana

- Understanding the rural set up and practicing the 'Participatory Rural Appraisal Techniques

EDUCATION

- MA (Social Work) from Jamia Millia Islamia University, New Delhi in 2018 with 8.07 CGP
- B.A. (Hons- Economics) from Jamia Millia Islamia University, New Delhi in 2016 with 7.08 CGPA
- 12th from Bluebells School International, New Delhi, CBSE Board in 2012 with First Division (70.02%)
- 10th from Bluebells School International, New Delhi, CBSE Board in 2009 with First Division (69.2%)

PERSONAL DETAILS

Date of Birth:	10 th February 1993
Languages Known:	English, Hindi and Urdu
Hobbies:	Travelling, Listening to music, playing cricket
Address:	265- A, Gulmohar Avenue, Tikona Park, Jamia Nagar, Okhla, New Delhi- 110025