

# **SOBIA SHAH**

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## **CAREER OBJECTIVE**

I am a researcher with more than 3 years of professional experience in the development sector of Pakistan. Working in line with professionals, I got an opportunity to develop practical development scenarios that need pragmatic solutions to social issues. I am excited to further excel my skills by becoming a part of highly skilled professionals.

## **EDUCATIONAL BACKGROUND**

### **MS. Geography, Geology, and Planning – 2023-2025**

Missouri State University

### **MS. Public Policy- 2022 August –December (One semester)**

George Mason University

### **MS. Development Studies (Social Work)- 2018-2020**

National University of Science and Technology Islamabad.

### **Bachelors, Economics- 2013-2017**

Fatima Jinnah Women University, Rawalpindi

## **EMPLOYMENT HISTORY**

### **Business Enabling Environment (BEE) Associate**

**Chemonics International Inc. / USAID SMEA**

**April 2021-December 2021**

- Assisted in the implementation of the strategic BEE activities to ensure successful implementation of the project's work plan and components.
- Developed write-ups, presentations, activity brief's, reports (weekly, biweekly, quarterly, annual), internal reporting trackers, progress updates, monitoring & evaluation sheets, scopes of work and all other technical documentations as directed and advised by the BEE team.
- Provided support to the BEE team in managing events, focus group discussions, organizing and setting up meetings and other forms of engagement.
- Reviewed and edited conference material, assisted with the creation of material/information packets, and coordinating with the Ops team for printing of support materials/handouts for meetings wherever relevant.
- Arranged and participated in meetings, conferences, and project team activities, took and prepared minutes of those meetings.
- Assisted the team in archiving in a compliant manner all documents related to work plan actions including, but not limited to, position descriptions, scopes of work, background readings, deliverables, and other documents.
- Assisted the BEE team in managing and supervising the tasks and deliverables of the consultants working on various project activities.

- Undertaken research and work with private sector and government stakeholders and with project colleagues to ensure optimal design and implementation of the BEE work plan as directed.
- Carried out primary and secondary research on existing and proposed activities, working with public sector institutions, stakeholders, associations, developmental organizations, SMEs and other donors.
- Facilitated research into various SME development models to analyze their contribution towards economic growth and development by applying theoretical concepts for policy reform.

### **Assistant Project Coordinator**

#### **Central Asia-South Asia (CASA-1000) Electricity Transmission Project**

**November 2020-February 2021**

- I was responsible for real-time reporting and coordination with the Implementation Team on events and challenges.
- In coordination with the Project Coordinator, I carried out field visits to construction sites to verify that the reported progress is being achieved.
- Conducted regular analyses of project monitoring and evaluation reports (as well as other project progress reporting documents) to identify potential bottlenecks that might affect the project implementation schedule.
- Coordinated Project Coordinator on potential problems and risks, and advice on corrective measures needed to mitigate them.
- I was responsible for submitting the attendance sheets to the Project Coordinator on the last day of each month in an electronic format, stating the time spent by the incumbent on the project.
- Performed other tasks and responsibilities as instructed by the Project Coordinator

### **District Coordinator, ICT**

#### **Interactive Research and Development (IRD), Pakistan**

#### **School based Deworming project with the collaboration of Indus Hospital Karachi, Pakistan**

**March 2020 – May 2020**

- Facilitated better functioning of District.
- Managed Training Cascade - nominations for trainings
- Engaged DHOs/THOs and health facilities for managing adverse event management strategy (training, drug
- Planned for managing reverse reporting cascade – leftover.
- Managed and implemented community sensitization/social mobilization ☑ Managed database of training participants.

### **Research Assistant**

#### **KPK Tourism Development Program**

**Consultancy funded by ADB.**

**September 2019-February 2020**

- Designed research instruments.
- Produced literature reviews on relevant publications.
- Collected primary data in order to know the social aspects.
- Conducted statistical analyses of data.
- Prepared graphs and spreadsheets to portray results.
- Developed and designed survey methodology (including forms, questionnaires).
- Performed other duties as may be assigned.

## **Research Analyst**

### **Aga Khan Rural Support Program (AKRSP)**

**June 2019-August 2019**

- Data collected on “Out of School Children Survey” in remote Resource Poor Valleys of Gilgit Baltistan closely with leading Researcher from Harvard University
- Assisted in analyzing volumes of Data.

## **Monitoring and Evaluation Assistant**

**Consultancy funded by Asian Development Bank implemented by National Transmission and Distribution Company NTDC Pakistan.**

**December 2016-January 2019**

- Conducted field visits for Land Acquisition and Resettlement Plan of km transmission line.
- collected data from the beneficiaries.
- Compiled, analyzed the collected data.
- Designed the monthly and quarterly monitoring reports.

## **Monitoring and Evaluation Intern**

**Economic Transformation Initiative, funded by the international fund for agriculture development (IFAD).**

**February 2016–August 2016**

- Planned the fieldwork logistics.
- Managed meeting minutes during the conferences of the organization and Planning and Development Department of Government of Gilgit Baltistan.
- Managed different events of monitoring and evaluation department.
- Developed and formatted the data collection instruments.
- Data collected – qualitative and quantitative.
- Data analyzed on SPSS software and written reports under the guidance of M&E officers. ☐

## **Enumerator**

**UNESCO research project with the collaboration of AKF and PDCN**

**September 2016**

- Collected reliable data on “Girls right to education” program from UNESCO-GRE project schools through conducting semi structured interviews and administering questionnaires with school management committee (SMC) members, teachers and parents.
- Managed a team of eight enumerators as a leader.
- Safely and accurately delivered the questionnaires and interviews recording.

## **VOLUNTEER WORK**

- Member, Students Environmental Organization Gilgit (October 2009 – 2017)
- Worked as event coordinator for Organization for Educational Change in Gilgit and Chitral (2015- 2017))
- Volunteer, CEENA health and welfare services (2017-present)

## **PUBLICATION**

- Research paper has been published in an international journal (Resource Policy). The topic of research paper is Artisanal Small-Scale Mining for Sustainable Livelihood in Gilgit Baltistan, Pakistan.
- Review of the Gilgit – Baltistan Pakistan Tourism Policy, Legal Framework and Development of Subsidiary Rules

- KP Minerals Governance Khyber Pakhtunkhwa (KP), Pakistan

## **REFERENCES**

Referees will be provided upon request.

