

 **Sabir**

**Date of Birth: January 31st, 1986**

**Sex: Male**

**Marital Status: Married**

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**CAREER OBJECTIVE**

To enhance my skills related to team management, communication, through continuous learning, update myself with the latest developments and use my practical knowledge so as to serve and grow with the organization in which I work.

**EDUCATION**

**Masters degree:Master of Public Administration with HRD March 2009***Sardar Patel University,* Anand, Gujarat, India

* 56% of marks

**Graduation: Bachelor of Arts (Economics)**

*N.S. Patel Arts College, Sardar Patel University,* Anand, Gujarat, India **March 2007**

* 70% of marks
* Booster Scholarship Recipient for an outstanding academic record and social contributions to the school

**Higher Secondary Certificate March 2004**

*St. Xavier’s High School, Anand, Gujarat, India*

* 49.83% of marks

**Secondary School Certificate March 2002**

*St. Xavier’s High School, Anand, Gujarat, India*

* 58.86 % of marks

**WORKEXPERIENCE**

**Project Associate**

*The Abdul Latif Jameel Poverty Action Lab (J-PAL),* Ahmedabad, Gujarat, India

I joined **ETS** Project for work on **Baseline survey** as a Project Associate for Gujarat on 1st May 2014, in this project, I got the opportunities to

* Working with RA + ETS team to set up the field structure.
* Working on hiring and training.
* Preparation of infrastructure for field operations.
* Overseeing the entire field operations in Surat, Gujarat.
* Monitoring the field teams in Surat, Gujarat.
* Coordinating and Managing the logistics of Surat, Gujarat.
* Hold feedback sessions for the teams with FMs, Field teams and RAs, if they are involved.
* Troubleshooting for FMs with RAs, if required.
* Ensure that J-PAL standards and quality are maintained.
* Take care of schedule for survey, back-checks and spot-checks
* Do random spot checks
* Data collection in Industries for General and/or Technical Section, along with other responsibilities, if assigned by RAs or if needed by project.

**Field Manager***The Abdul Latif Jameel Poverty Action Lab (J-PAL),* Ahmedabad, Gujarat, India

A study on Cumin sowing farmers, who are associated with Self Employed Women Association (SEWA) on their practices, Undertaken in collaboration with The Massachusetts Institute of Technology (MIT), a private research university in Cambridge.

I joined **RUDI** Project for work on **Baseline survey** as a Field Manager for Gujarat on June 2013, in this project, I got the opportunities to

* Logistical management of baseline survey of 2200 respondents for the J-PAL RUDI (Rural Urban Development Initiative) Project, a project to help farmers in Surendranagar, Gujarat
* Trained and supervised team of 23 surveyors and 5 supervisors in using the survey with Digital Data Collection
* Conducted village mapping to identify respondents
* Assisted with translation of data files from Gujarati to English
* Performed miscellaneous office administrative tasks.

**Field Monitor***The Abdul LatifJameel Poverty Action Lab (J-PAL),* Ahmedabad, Gujarat, India

I joined **CDM** Project for work on **Baseline survey** as Field Monitor for Gujarat on 16th January 2013, in this project, I got the opportunities to

* Worked for CDM (Clean Development Mechanism Project) Development Initiative) Project, a project to measure energy consumption of industries in Surat and Ankleshwar, Gujarat
* Collected general industry data
* Supervised auditor’s measurements of energy consumption

**Field Monitor***Center for Micro Finance at IFMR* Lucknow, Uttar Pradesh, Indai

I joined **MMPS** Project for work on **Baseline survey** as Field Monitor for Maharashtra on 1st September 2012, in this project, I got the opportunities to

* Worked for Micro Finance Institution(MFI) Management Practices and Study.
* Supervised team of surveyors to collect data on microfinance loans distributed by loan officers and branch managers.
* Led Focus Group Discussions in villages to measure general satisfaction with loans, their activities with the loans, and recorded this information.

**Supervisor**

*Center for Microfinance at IFME* Ahmedabad, Gujarat, India

I joined **Financial Literacy** Project for work on **Baseline survey** as supervisor for Ahmedabad on 29th September 2009, in this project, I got the opportunities to

* Team management in the field
* Accompaniment of surveyor in field
* Take care of schedule for survey, back-checks and spot-checks

**LANGUAGE / TECHNICAL SKILLS**

* Gujarati (fluent spoken and written), Hindi (fluent spoken and written) English (fluent spoken and written)
* Basic computer skills (Office, Excel, PowerPoint), Internet search skills
* Experience with Digital Data Collection using tablets and SurveyCTO software
* Experience with Digital Data Collection using tablets and ODK software

**ACTIVITIES AND INTERESTS**

* Outdoor games, driving, engaging socially
* Interest in different mechanisms to reduce poverty and inequality

**REFERENCES**

Available on request.