



# SHAHNAZ BANO

## Resume

### CAREER GOAL:

To excel in a dynamic environment that fosters my skills while empowering marginalized communities. My focus is on creating resources that foster capability building and self-improvement, driving meaningful change and promoting both individual and social development. I strive to help others unlock their potential while also advancing my own growth.

### CONTACT ME

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 New Delhi

### ➤ SNAPSHOT

- Master In Social Work (MSW), UGC NET Qualified.
- Having More than 10 Years of Experience in the Social Sector as Menstrual Educator, Trainer, Program Manager & Content Writer.
- Training, Research, Content Writing, and Analytical ability
- Program Management, Training and Facilitation skills
- **Rewarded “Silver Medal”** from Bundelkhand University to scored highest marks in MSW (Master in Social Work) in 2006.
- **Certified Master Trainer (WASH):** Holds certification as a Master Trainer in Water, Sanitation, and Hygiene (WASH).
- Empaneled as a Menstrual Health Resource Person under the **Rashtriya Gramin Aajeevika Vikas Parishad (Rajeevika) in Rajasthan.**

# EDUCATION, AWARDS & RECOGNITIONS

## ➤ EDUCATION

- Qualified UGC NET in 2012.
- Earned a **Master of Social Work** with a specialization in Medical and Psychiatric Social Work from Bundelkhand University, Jhansi in 2006, graduating with first division honors and securing 70% marks.
- Obtained a **Bachelor of Science (B.SC)** degree from Bundelkhand University, Jhansi in 2004, graduating in first division with 70% marks.
- Completed 12th grade from the U.P. Board in 2001, achieving second division with 58% marks.
- Finished 10th grade from the U.P. Board in 1999, graduating in first division with 67% marks.

## ➤ AWARDS & RECOGNITION:

- Nominated for the Martha Ferral Awards in 2022 for outstanding contributions to women's health.
- Recipient of the Vedana Award in 2023 for significant achievements in menstrual health and hygiene advocacy.

## ➤ LANGUAGE

English, Hindi and Urdu

## CORE COMPETENCIES

- **Abstract Thinking and Concept Development:** Skilled in crafting concepts and background notes for various projects.
- **Analytical and Problem-Solving Skills:** Proficient in analyzing situations and proposing effective solutions.
- **Event and Program Documentation:** Experienced in documenting events and program activities comprehensively.
- **Research Conduct:** Expertise in conducting research, surveys, in-depth interviews, and focus group discussions (FGDs).
- **Module Development:** Adept at creating educational and training modules tailored to specific needs.
- **Research Tool Development:** Experienced in designing research tools for accurate data collection.
- **Project Management and Coordination:** Proficient in managing and coordinating project interventions and follow-ups.
- **Capacity Building and Staff Training:** Committed to enhancing the skills of staff and project teams through effective training programs.
  
- **Networking and Liaising:** Skilled in building relationships with counterparts, stakeholders, and donors for collaborative success.
- **Volunteer and Intern Management:** Experienced in supervising and mentoring volunteers and interns.
- **Innovation:** Strong focus on developing innovative solutions for various project needs. And Development of innovative tools.
- **Workshop Facilitation:** Facilitates capacity-building workshops and training sessions effectively.
- **Monitoring and Evaluation:** Experienced in assessing and evaluating project outcomes for continuous improvement.
- **Advocacy:** Engaged in advocacy efforts to promote key issues and initiatives.
- **Interpersonal Communication Skills:** Excellent communication abilities, fostering productive relationships.
- **Leadership and Motivation:** Proven leadership skills in motivating teams towards achieving common goals.
- **Fundraising:** Experience in developing online fund Raisers.
- **Adaptability:** Always willing to embrace challenges and undertake new tasks with enthusiasm.

## TRAININGS & WORKSHOPS: FACILITATED AND IMPARTED

- **Chief Trainer for Adolescent Health Training:** In 2023, Conducted a three-day training on Adolescent Health and Menstrual Hygiene Management (MHM) for **50 school teachers in Namchi, Sikkim**, in collaboration with the State Education Department.
- **Training for Government Counselors:** Conducted training sessions for approximately **300 government Educational and Vocational Guidance Counselors (EVGCs)/SCERT counselors** on "Menstrual Hygiene, Adolescent Health, and Sex, Gender, and Sexuality" in March 2020 and February to March 2022 in Delhi.
- **State-Level Training Program:** Facilitated a training workshop for 49 Block Development Officers, Additional District Collectors, and District Consultants in Sikkim, organized by the Rural Development Department under the Swachh Bharat Mission, in collaboration with the Water Supply and Sanitation Collaborative Council (WSSCC) India.
- **Government & Private Teachers Training:** in 2019 & 2023, Trained 200 School teachers & Counsellors from O.P. Jindal Modern School and other Govt. schools in Hisar, Haryana on Menstrual hygiene Management, Adolescent health and Child Sexual Abuse.
- **Workshop for PSU Employees:** Led training workshops for employees of THDC India Limited on Menstrual and Reproductive Health, life skills, the Posh Act, and Sexual Harassment in workplace.
- **On-ground Menstrual Awareness Workshops:** Conducted many on-ground workshops for students, women, parents, teachers, jail-inmates, sex-workers, slum-communities, as well as corporate employees.
- **Online Menstrual Awareness Workshops:** Coordinated and implemented a series of Online Menstrual Awareness Workshops for 610 government girls' and co-ed schools through Sachhi Saheli NGO in partnership with Samagra Siksha Abhiyan.

## DEVELOPMENT OF MODULES

### Development of Training Modules:

Created comprehensive training modules for Resource Persons, Facilitators, Schools teachers and Counselors on-

- Menstrual Health & Hygiene Management.
- Personal Hygiene & Sanitation.
- Physical changes in Adolescents & Other Teenage Issues.
- Masturbation.
- Gender Sensitization.
- Reproductive Health

### Development of Classroom Activity Modules for Students:

Developed series of modules for various CSR project funded by different funding agencies addressing-

- Adolescent Health Issues.
- Menstrual Health & Hygiene Management.
- Life-Skills

## IEC/ RESOURCE MATERIAL DEVELOPMENT

- **Puberty Handbook:** Developed an exclusive handbook on Puberty specifically tailored for teenage boys, addressing their unique concerns regarding physical and emotional changes during Puberty.
- **Period Calendar Tool:** Designed an engaging and educational tool called the "Period Calendar" that helps teenage girls track their menstrual cycles, promoting awareness and understanding of their reproductive health.
- **Snakes & Ladders Game:**
  - Interactive Learning Resource: Created a Snakes & Ladders game aimed at educating beneficiaries about myths and facts related to menstrual health. This playful approach facilitates fun learning while dispelling misconceptions and empowering young individuals.

## PROGRAM MANAGEMENT HISTROY

Independently managed CSR projects funded by various reputable funding agencies as part of my assignments across multiple organisations. Some of the recent Includes-

<b>Project Title</b>	<b>Theme</b>	<b>Year</b>	<b>Supporting Agency</b>
Project Roshni	Menstruation, Adolescent health, Life-Skills	2024-2023-2022	Luminous Pvt. Ltd
Project Aghaaz	Sustainable Menstruation	2023-2022	State Bank of India
Project Garima & Ujjwal	Reproductive Health Menstrual Awareness in Schools + Women in Rural Communities	2022-2023	HDFC Bank_Parivartan
Project Naya Savera	Menstrual Health & Hygiene Management Awareness	2022-2023	IndusInd Bank
Project Jeevika	Income Generation	2022-2023	Om India Trading Company
Project Saral	Student + Women Menstrual awareness	2021-2022	Euronics Pvt. Ltd
Project Samman	Bio Toilets Installation	2021-2022	Euronics Pvt. Ltd
Balika Manch	Student Menstrual awareness	2020	MHRD/Samagra Shiksha Abhiyan

# WORK EXPERIENCE

<b>Organization:</b>	<b>SACHHI SAHELI NGO, DELHI</b>
<b>Role:</b>	<b>Program Manager</b>
<b>Duration:</b>	<b>2019- Till Date</b>
<b>Project Title &amp; Description:</b>	<b>Multiple CSR Projects</b>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Managing CSR Projects/ menstrual awareness programs for students, communities and other beneficiaries sponsored by multiple organizations.</li><li>• Implemented online menstrual awareness workshops in 610 government schools with Samagra Siksha Abhiyan.</li><li>• Facilitated training sessions on menstrual health and hygiene for THDC India Ltd employees.</li><li>• Conducted training for SCERT's EVG government counselors on menstrual health and adolescent issues.</li><li>• Trained private and government school teachers and counselors in Hisar on menstrual hygiene and child sexual abuse.</li><li>• Developed training modules and guidelines for school facilitators on menstrual hygiene management and child sexual abuse.</li><li>• Created training modules and classroom activity guides for students grades 6 to 12 on menstrual hygiene and adolescent health.</li><li>• Prepared research tools for baseline and end-line studies.</li><li>• Wrote proposals with budgets for fundraising initiatives.</li><li>• Compiled project reports for CSR, L&amp;D, and other projects.</li><li>• Organized awareness workshops in schools on menstrual hygiene management and child sexual abuse.</li><li>• Hosted a community webinar on menstrual health and hygiene.</li><li>• Wrote and conducted role plays and skits on menstrual hygiene management with volunteers.</li><li>• Led a sensitization workshop for female inmates at Mandoli Jail, New Delhi.</li></ul>

# WORK EXPERIENCE

<b>Organization:</b>	<b>Ministry of Human Resource Development Program</b>
<b>Role:</b>	<b>Consultant</b>
<b>Duration:</b>	<b>2014- 2017</b>
<b>Project Title &amp; Description:</b>	<b>Sarva Siksha AbhAbhiyan</b> Education for all Movement, or SSA, is an Indian Government aimed at the universalization of elementary education “in a time bond programme manner” as mandated by the 86th Amendment to the Constitution of India making free and compulsory education to children between the age of 6 to 14.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Monitored progress of States and UTs against physical and financial targets.</li><li>• Made state visits to observe and monitor program activities.</li><li>• Facilitated workshops to evaluate the performance of States and UTs.</li><li>• Conducted workshops for training State and UT coordinators on technical interventions and capacity building.</li><li>• Guided States and UTs in yearly proposal and budget preparation.</li><li>• Appraised annual achievements submitted by States and UTs during Project Approval Board Meetings.</li><li>• Analyzed Student Learning Assessment Survey reports from States and UTs, providing feedback to the Ministry.</li><li>• Conducted online monitoring of States through the Ministry of HRD web portal.</li><li>• Prepared State briefs and maintained progress documentation for reference.</li><li>• Responded to parliamentary questions regarding functional areas.</li><li>• Created databases and provided information to MHRD officials as needed.</li><li>• Facilitated and monitored State Student Learning Achievement Tests.</li></ul>

## WORK EXPERIENCE

<b>Year 2012</b> <b>Organization:</b>	<b>EFRAH NGO, New Delhi</b>
<b>Role:</b>	<b>Documentation &amp; Program Officer</b>
<b>Duration:</b>	<b>2012</b>
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Proposal writing and discussion with donor agencies</li><li>2. Preparation of Financial Budgets as per program activities and available funds.</li><li>3. Preparation of Quarterly and Annual Reports for various ongoing project activities</li><li>4. Preparation of special Reports of specific activities I.e Public hearing, training program, Campaign etc</li><li>5. Staff Training on preparation of monthly reports, Project based trainings.</li><li>6. Conducted workshop with adolescent girls on Gender sensitivity and related issues.</li><li>7. Preparation of power point presentations for company for presentation to Doners.</li><li>8. Trained of 50 School Management Committee (SMC) members</li><li>9. Trained 100 Adolescent girls on Personal health &amp; hygiene.</li></ol>

## WORK EXPERIENCE

<p><b>Year 2006-2007</b> <b>Organization:</b></p>	<p><b>MAITRI NGO, R’K PURAM, NEW DELHI</b></p>
<p><b>Role:</b></p>	<p><b>Consultant/Program Officer</b></p>
<p><b>Duration:</b></p>	<p><b>2007- 2010</b></p>
<p><b>Project Title &amp; Description:</b></p>	<p><b>Awaaz : citizenship rights and health problems of the of the migrant Rickshaw pullers.</b>  <b>Jeevan : Nutrition &amp; Shelter for disserted widows of the vrindavan</b>  <b>Samvedana : Domestic violence</b>  <b>Sanjeevani Funded by Omex : HIV Awarennes for Migrant Labors place: faridabad,</b></p>
<p><b>Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Preparation of tools for research</li> <li>• Conducting surveys / in-depth interviews / FGDs</li> <li>• Data analysis and interpretation</li> <li>• Planning and budgeting</li> <li>• Writing and developing proposals and concept notes</li> <li>• Conducted baseline surveys / in-depth interviews / FGDs</li> <li>• Staff recruitment for regional office</li> <li>• Proposal submission to possible sources of support</li> <li>• Preparing reports/documentation for projects/events</li> <li>• Legal camps for women under Project Samvedana</li> <li>• Workshops on domestic violence and reproductive health and hygiene under Project Samvedana</li> <li>• Organizing health camps for medical check-ups of children, migrant population, and women</li> <li>• HIV testing and counseling</li> <li>• Conducting trainings and workshops for strengthening and capacity building of various stakeholders</li> <li>• Networking with local and district level hospitals, doctors, and T.B. control units for patient referrals</li> </ul>

# WORK EXPERIENCE

<b>Year 2006-2007 Organization:</b>	<b>Parmarth Samaj Sevi Sansthan, Orai. Uttar Pradesh</b>
<b>Role:</b>	<b>Project Manager</b>
<b>Program Title:</b>	<b>School Strengthening Program</b>
<b>Duration:</b>	<b>August 2006 to Feb 2007</b>
<b>Project Description:</b>	<b>Govt. School Strengthening Program supported by Oxfam India Trust</b>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Collaborated with DEO, BRC, NPRC, teachers, and PRIs on educational initiatives.</li><li>• Followed up on program interventions to ensure effective implementation.</li><li>• Identified educational advocacy issues and implemented solutions.</li><li>• Designed plans for developing benchmark model schools.</li><li>• Organized public hearings, problem redressal camps, rallies, and Bal Melas.</li><li>• Conducted health and hygiene classes for adolescent girls and women.</li><li>• Led campaigns for public policy change, including press conferences and media outreach.</li><li>• Prepared memorandums addressing various school-related issues with community input.</li><li>• Provided input for planning community contributions to projects.</li><li>• Compiled monthly, quarterly, and annual reports, action plans, and case studies.</li></ul>

## **TRAININGS RECEIVED:-**

### **1. 26th to 28th September 2019**

Undergone 3-day Training (ToT) on a new approach called “Community Leave No One Behind” (CLNOB) introduced by the Water Supply & Sanitation Collaborative Council (WSSCC) in the field of Sanitation. in New Delhi.

### **1. Institute: AWARD (Action for women and rural development) NGO, Kanpur**

**Duration : 1.5 Month**

### **2. 19TH to 23rd August 2019**

Undergone 5 day Training (ToT) on Menstrual Hygiene Management in Parmarth Niketan Sansthan- Rishikesh, Uttrakhand. This ToT program was organised by Water Supply & Sanitation Collaborative Council (WSSCC) in support with Global Interfaith Wash Alliance (GIWA) & IDS.

### **3. 8 to 10th August 2019**

Undergone 3-day Training on (ToT) “Rapid Action Learning” from the 8th August 2019 to 10th August 2019 in Vishwa Yuva Kendra, New Delhi. The workshop was facilitated by renowned development professional, Professor Robert Chambers from IDS, Sussex, UK and organised by Water Supply & Sanitation Collaborative Council (WSSCC) and IDS.

## **INTERNSHIPS:-**

**1. Institute:** AWARD (Action for women and rural development) NGO, Kanpur

**Duration :** 1.5 Month

**Project:** a CARE INDIA funded project called RACHANA facilitates the government’s ICDS scheme, particularly works for the smooth functioning of aganwadies.

**Target Group:** children, adolescent girls and pregnant women.

**Work responsibilities:** monitoring and Observation.

**2. Institute:** MLB Medical collages Jhansi, Psychiatric Unit.

**Duration:** 6 Month

**Work responsibilities:** case history taking, Diagnosis, counseling, providing therapy.

**3. Institute:** District Tuberculosis Hospital Jhansi.

**Duration:** 6 Month

**Work responsibilities:** Health educator, counseling of patients, DOTS provider.

## **DECLARATION**

*I hereby, declare that the details furnished above are true to the best of my knowledge.*

Date:

Shahnaz Bano