

Nicklas Megraj

Near Tourist Club, Abu Dhabi.

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Cell: +971-502668904



Object:

To achieve perfection at Professional and Corporate level, by well-directed analysis and utilization of values and experience, with a team of professionals in an organization offering dynamic environment and opportunities.

EDUCATION

Bachelor In Commerce

B.Com
University Of Sindh Jamshoro

EXPERIENCE:

11 Years Plus, experience in social development sector, Non-Profit organization (iNGOs)

Designation Organization Department Duration Working Experience



Field Researcher
Crown IT Tharparkar, Pakistan
Program
15-April-2021 to up-to-date.

My major responsibilities are as under.

- To begin baseline research of selected communities, and continue to monitor social change and new social information relevant to community empowerment;
- To identify potential leaders and/or organizers;
- To motivate and encourage potential leaders to talk to their fellow community members about unity and self-reliance;
- To initiate actions aimed at breaking down passivity, apathy and attitudes of letting others do things for them;
- To raise awareness that community members themselves can move each community out of poverty, and to show them ways they can do this for themselves;

Designation Organization Department/Project

Duration



Database Officer
CESVI Pakistan at Umerkot
Humanitarian Assistant for Vulnerable Flood Affected Communities in Sindh/ ECHO-Alert
19-10-2020 to 06-04-2021.

- Backup all databases and project documents.
- Provide lists of ongoing beneficiaries to field staff on monthly basis extracted from MIS.
- Consolidate the daily data from the field staff and enter into Access database for weekly/ monthly reporting.

Designation
Organization
Department/Project

Duration



- Elaborate statistics tables to sort and cross the data.
- Check the quality of the data to be entered and inform the immediate supervisor of any problems.
- Documentation and report writing

Database Management Assistant

Secours Islamique FARANCE Tharparkar, Pakistan

Conditional livelihoods support through cash based intervention to drought Affected
01-01-2020 to 31-05-2020.

- Consolidate the daily data from the field staff and enter into Access database for weekly/ monthly reporting.
- Elaborate statistics tables to sort and cross the data.
- Check the quality of the data to be entered and inform the immediate supervisor of any problems.
- Backup all databases and project documents.
- Provide lists of ongoing beneficiaries to field staff on monthly basis extracted from MIS.

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Duration



MIS Officer

SRPO Concern RAPID FUND at Tharparkar & Khipro.

Nutrition/ CRF/ AAPL/
01-09-2018 to 30-12-2019.

- To develop distribution sheets for program teams;
- To ensure regular gathering of data collected by AME Monitors and of distribution sheets;
- To ensure accurate and timely entry of data into the database;
- To ensure proper filing of data
- work according to the priorities set by Database Officer/Supervisor;
- To report to the Database Officer/Supervisor at frequent and regular intervals on the progress of data entry and any outstanding inaccuracies and / or discrepancies

Designation
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Department
Duration
Working Experience



Social Mobilizer

Sukaar Foundation Tharparkar

Program

10 April 2018 to 12 Aug 2018.

My major responsibilities are as under.

- To begin baseline research of selected communities, and continue to monitor social change and new social information relevant to community empowerment;
- To identify potential leaders and/or organizers;
- To motivate and encourage potential leaders to talk to their fellow community members about unity and self-reliance;
- To initiate actions aimed at breaking down passivity, apathy and attitudes of letting others do things for them;
- To raise awareness that community members themselves can

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move each community out of poverty, and to show them ways they can do this for themselves;

**MIS Assistant,
Welthungerhilfe Tharparkar.**

Nutrition/ food security
23 Jan 2018 to 12 March 2018.

My major responsibilities are as under.

- Consolidate the daily nutrition data from the field staff and enter into MIS for weekly/ monthly reporting.
- Elaborate statistics tables to sort and cross the data.
- Check the quality of the data to be entered and inform the immediate supervisor of any problems.
- Backup all databases and project documents.
- Provide lists of ongoing beneficiaries to field staff on monthly basis extracted from MIS.

**Accountant
Ibadat Trust Tharparkar, Pakistan**

Program
01-June-2015 to 25-Dec-2017.

My major responsibilities are as under.

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

**Enumerator / Database Assistant
Action Against Hunger Badin, Pakistan**

Database/Wash
01-Nov-2014 to 30-March-2015.

My major responsibilities are as under.

- Establish databases and analytical templates for data entry, summary, and presentation.
- Calculate the time needed for data entry and keep your immediate supervisor informed of its progress.
- Summarize the entered data in the form of a report.
- Backup all databases and project documents.
- Save the data entries regularly as well as the statistical results.

Designation
Organization
Department
Duration
Working Experience



Social Mobilizer,
Society for conservation and Protection of Environment,
Food Security
2014 to 30 Oct 2014.
My major responsibilities are as under.

- To begin baseline research of selected communities, and continue to monitor social change and new social information relevant to community empowerment;
- To identify potential leaders and/or organizers;
- To motivate and encourage potential leaders to talk to their fellow community members about unity and self-reliance;
- To raise awareness that community members themselves can move each community out of poverty, and to show them ways they can do this for themselves;

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Organization
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Marketing Supervisor/ Administration,
Bari Textile Mill Karachi.

Program
23 Jan 2012 to 30 Jan 2014
My major responsibilities are as under

- Training of newly and re-assigned personnel;
- Supervise certification line quality verification personnel;
- Management of time sheet and payroll management of all bargaining unit employees;
- Hands-on training and coaching salary and bargaining unit employees on the World Class Manufacturing methodologies;
- Responsible for tracking and reporting quality concerns identified;
- Assist in root cause, containment and corrective actions for all quality related issues in the manufacturing facility.

Skills:

- Convert any file, Renew Pakistani Passport, CNIC, PNC Card, Work on any Software.
- Well literate with Microsoft Office, Internet applications, Internet software's. Computer hardware assembling, software installations.
- Excellent typing speed in English.
- Good management, leadership & Problem solving qualities.
- Excellent Skills as well as the ability to work independently.

STRENGTHS:

Able to react effectively under stress and emergencies, have strong interpersonal skills and willing to achieve demanding goals along with being dedicated, responsible and sincere. I am able to meet deadlines and also like to be assigned challenging job. Strong time management and organizational capacity, Having good English

Speaking and writing skills.

- **Extra Qualification in Computer Skills & Solid understanding of the Computer Software.**

MS OFFICE

From: Super SYS Umerkot: by
S.B.T.E (Karachi)

Personal Profile:

Father Name:

Meghraj

Date of Birth

23th of January, 1991

Passport No

ZD9990631

Domicile & Dist:

Sindh & Badin

Religion:

Christian

Marital Status:

Married

Nationality:

Pakistani

NIC Number:

41101-7983063-9

Language

Proficiency:

English, Urdu, Sindhi, Dhadki, Hindi, Punjabi and Parkari

References:

Mr. Riaz Mallah

Program Manager at ACF International

Cell # 03332605848

Email: riaz.hussain@gmail.com

Address: ACF International Org, near Marie Stopes Badin.

Mr. Muhammad Musa

Project Manager at CESVI Pakistan

Cell Num# 03333759455

Email: musa.cesvi@yahoo.com

Address: CESVI Office Mangrio Paro Umerkot.