



## **Rooh Ullah**

**Project Coordinator | Project Management & Planning | Driving Stakeholder Engagement, Strategic Planning & Impact-Driven Development Programs**

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Iqama: Valid and Transferable Iqama to work in KSA

## **PROFILE**

Development and project management professional with 9+ years of progressive experience leading planning, coordination, and implementation of donor-funded and government-supported initiatives across educational planning, project management, and inclusive policy implementation. Adept at designing and managing multi-stakeholder projects and facilitating public-private partnerships (PPPs). Demonstrated ability to collaborate with organizations including USAID, Swiss Agency for Development and Cooperation (SDC), PDMA-KP, and Darewro. Certified in Project Management, Agile, and Occupational Health & Safety, with strong analytical, coordination, and reporting skills. Aligned with Saudi Vision 2030 objectives for Human Capital Development, Social Empowerment, and Sustainable Growth.

## **EDUCATION**

### **-MS Development Studies**

(CGPA 3.5/4.00) - 2018  
Institute Of Management Sciences,  
Peshawar, Pakistan.

**Thesis Title:** A case study of Social, Economic & Political Statures of Community in Peshawar.

### **-BS Social Sciences**

(CGPA 3.8/4.00) 2015  
Institute Of Management Sciences,  
Peshawar, Pakistan.

**Thesis Title:** Exploration of factors causing Social Exclusion.

### **-HSSC Pre-Eng**

Board of Intermediate & Secondary Education Malakand, Chakdara,  
Khyber Pakhtunkhwa.

## **CERTIFICATES**

-IOSH Managing Safely –IOSH 2025

-OSHAC 48 Hours 2025

-McKinsey Forward

Program 2024

-Project M&E and Control – Pakistan

Institute of Management 2024

-Effective Letters, Reports

& Presentations – GIZ 2023

-Project Management – University of

California, Irvine 2022

-Project Execution: Running Project –

Google.Inc 2022

-Agile Project Management –

Google.Inc 2022

-Foundations of Project Management –

Google.Inc 2021

-Project Initiation: Starting a

Successful Project – Google.Inc 2021

-Project Planning: Putting It All

Together – Google.Inc 2021

-Social Media Marketing – Meta.Inc

2021

-Word Forms & Simple Present Tense

– University of California, Irvine 2021

## **EXPERIENCE**

### **Planning Officer, Planning Wing | Elementary & Secondary Education Department Khyber-Pakhtunkhwa, Pakistan**

Worked as a Planning Officer with E&SED Khyber Pakhtunkhwa from January 2022 to June 2025.

Responsibilities:

- Coordinated in provincial education initiatives impacting 30,000+ students, supporting planning, reporting, and cross-departmental operations
- Organized 15+ large-scale workshops, trainings, and stakeholder meetings (district-level, donors, NGOs), ensuring flawless logistics, attendance, and documentation
- Improved disability-inclusive education implementation, contributing to an 8% increase in inclusive school enrolment over the years
- Managed and executed inclusive programs enhancing girls' education and building effective public-private partnerships
- Maintained continuous communication with NGOs, donor agencies (USAID, SDC, UN bodies), and government departments to ensure 100% on-time submission of reports, MoVs, and deliverables
- Developed thematic briefs, project proposals, and policy drafts for management using Excel trackers, PowerPoint decks, and Google Workspace
- Prepared monthly, quarterly, and annual progress reports used for departmental decision-making and donor communications

### **Project Coordinator (USAID SMEA Scale Up Project) | Darewro Peshawar, Pakistan**

Worked as a Project Coordinator with Darewro on USAID SMEA Scale Up Project from January 2020 to December 2021.

Responsibilities:

- Coordinated co-creation workshops and business support events for 100+ women entrepreneurs to enhance access to financial services and business support programs
- Facilitated partnership between Darewro and Women Chamber of Commerce & Industry, enabling improved coordination and service delivery for women-led SMEs
- Managed project reporting and Excel-based tracking systems, reducing reporting inconsistencies by 25%
- Supported communication between government stakeholders, private partners, SMEs, and USAID teams to ensure smooth activity execution
- Enhanced applied strategies for the financial and social inclusion of erstwhile FATA's communities into the social and financial networks
- Led stakeholder engagement and inclusion initiatives improving community access to services.
- Managed project schedules, tracking sheets, documentation, and follow-up actions
- Prepared high-quality weekly, quarterly, and mid-year reports

## INTERESTS

- Public Administration & Institutional Development
- Project Management
- Education Reform & Human Capital Development
- Sustainable Development Projects
- Gender & Social Inclusion
- Policy Research and Evidence-Based Planning
- Environmental Sustainability and Resilience
- Community Development Ecosystem
- Social Inclusion
- Problem Driven Iterative Adaptations

## LANGUAGE

- English – Fluent
- Urdu – Fluent
- Pushto – Fluent
- Arabic – Basic (learning)

## REFERENCES

### Dr. Mohammad Rahman Khattak

Team Leader, Public Private Partnerships  
Government of Khyber Pakhtunkhwa  
Email: [ppp.advisor@kpese.gov.pk](mailto:ppp.advisor@kpese.gov.pk)  
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### Dr. Atif Jan

Co-Principal Investigator,  
National Center of Artificial Intelligence  
Cell: +92 332 572 0723  
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### Ali Khan Afridi

Chief Executive Officer,  
Darewro Services (Pvt. Ltd)  
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Email: [ali.afridi@darewro.com](mailto:ali.afridi@darewro.com)

### Project Assistant | Provincial Disaster Management Authority (PDMA) Khyber-Pakhtunkhwa, Pakistan

Worked as Project Assistant at Provincial Disaster Management Authority KP (PDMA) in a project funded by Swiss Agency for Development and Cooperation (SDC) from March 2019 till December 2019.

#### Responsibilities:

- Organized 12+ community seminars and awareness sessions on disaster preparedness, reaching 6,000+ beneficiaries
- Prepared district-level contingency plans using risk matrices, survey tools, and Excel-based templates, ensuring accurate high-risk area identification
- Monitored field activities and compiled reports used for government coordination meetings and donor reviews
- Coordinated logistics, communication, and field operations for emergency response initiatives
- Managed operational data, prepared response reports, and assisted with process workflows to improve efficiency and maintained digital and physical copies
- Supported rapid-response operations during emergency phases through efficient coordination and documentation
- Assisted project planning, scheduling, and stakeholder communication

### Project Assistant/ Senior Project Assistant | Darewro Delivery Services, Khyber-Pakhtunkhwa, Pakistan

Worked as a Project Assistant/ Senior Project Assistant at Department of Innovation, Public Relation and Liaison (DIPL) at Darewro Delivery Services Peshawar, Pakistan from August, 2014 till September, 2018.

#### Responsibilities:

- Oversaw delivery operations serving 5,000+ customers, monitoring quality and service compliance
- Coordinated logistics for the “Happiness Box” project, enabling distribution to 1,200+ underprivileged households, handling logistics, budgeting, and reporting
- Managed operational data, prepared service reports, and assisted with process workflows to improve efficiency
- Managed administrative tasks, reporting, client communication, and field coordination
- Maintained inventory records and ensured accurate documentation for audits
- Supported seasonal projects, logistics, distribution activities, and stakeholder engagement

## CORE COMEPETENCIES / TECHNICAL SKILLS

- MS Office Suite: Excel (Pivot Tables, VLOOKUP, Dashboarding), Word, PowerPoint, MS Project
  - Project Tools: Google Workspace: (Sheets, Docs, Forms, Drive), Jira
  - Reporting Templates & Documentation Tools
  - Email & Calendar Management (Outlook, Gmail)
  - Strategic Planning & Policy Implementation
  - Stakeholder Coordination & Donor Engagement
  - Inclusive & Special Education Initiatives
  - Education Reform & Human Capital Development
  - Capacity Building & Training
  - Project Management
  - Public-Private Partnerships (PPPs)
  - Sustainability And Social Impact
  - Administration & Institutional Development
  - Policy & Strategy Development
  - Research, Data Collection & Analysis
  - Risk & Disaster Management
  - Event / Workshop Planning & Logistics
  - Tracking KPIs, MoVs
  - Process Optimization & Operational Support
  - Communication Tools: MS Teams, Zoom, etc.
  - Report Writing & Presentation Skills
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