

MUSHAHID HUSSAIN

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CAREER SUMMARY

Development professional with 4+ years of experience in industry liaison, donor engagement, and skills development programs. Proven expertise in building partnerships, facilitating job placements under NAVTTC-aligned initiatives, and coordinating multi-stakeholder collaborations. Strong in MoU coordination, stakeholder engagement, and documentation, with a focus on strengthening academic-industry linkages.

SKILLS AND EXPERTISE

- Proposal development and Bid Management
 - Data & Document management
 - Industry Liaison & Partnerships
 - Donor Liaison & Relationship Management
 - Project Cycle Management
 - Monitoring, Reporting & Compliance
 - Donor Mapping & Opportunity Identification
 - Results-Based Management (RBM)
 - Log frame tracking
 - Project Planning & Implementation Support
 - Budgeting & Financial proposals
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PROFESSIONAL EXPERIENCE

DONOR RELATIONS OFFICER | READ FOUNDATION | FEB 2024 - CURRENT

- Developed and maintained partnerships with donors, private sector actors, and implementing partners.
- Coordinated with industry stakeholders and training institutes to facilitate job placements and internships under skills development initiatives (including NAVTTC-aligned programs).
- Identified collaboration opportunities and supported joint initiatives in education and livelihood sectors.
- Assisted in drafting and coordinating MoUs and partnership agreements with national and international stakeholders.
- Liaised with international donors for project alignment, reporting, and communication.
- Maintained structured records of partnerships, agreements, and stakeholder engagements.
- Coordinated multi-stakeholder meetings, workshops, and engagement sessions.
- Supported proposal development by integrating partnership and sustainability components.
- Developed and maintained **structured reporting tools and tracking sheets** to monitor project progress, outputs, and key performance indicators (KPIs).
- Coordinated with **cross-functional teams (programme, finance, procurement, and field staff)** to ensure timely execution of activities and compliance with organizational procedures.

PROGRAM OFFICER DONOR LIAISON | HASHOO FOUNDATION | DEC 2021 – FEB 2024

- Supported partnership development with industry, NGOs, and training institutes for project implementation.
- Coordinated with stakeholders to support education, livelihoods, and skills development initiatives.
- Assisted in stakeholder engagement, donor coordination, and reporting processes.
- Contributed to identifying collaboration opportunities and supporting joint initiatives.
- Maintained documentation of partnerships, agreements, and project activities.
- Participated in coordination meetings and stakeholder engagement sessions.

- Conducted research and analysis to support proposal development and programme design.
- Contributed to knowledge management and documentation, including lessons learned and best practices.

Key Achievement: Streamlined donor communication and administrative coordination, improving project implementation and reporting efficiency.

TVET, Livelihoods & Private Sector Engagement

- Supported skills development and livelihood-related initiatives targeting vulnerable communities
 - Facilitated linkages between beneficiaries and service providers (training, support services, or economic opportunities)
 - Engaged with local stakeholders to enhance access to income-generating opportunities
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EDUCATIONAL QUALIFICATION

Master in Business Administration | March 2023 | National University of Modern Languages Islamabad

- Major: Supply chain management, Project management, Strategic management
- Minor: Data analysis, Contemporary issues in business

Bachelor of Science in Business Administration | June 2019 | Quaid-i-Azam University Islamabad.

- Major: Entrepreneurship, Marketing management, Business communication, Sales management
 - Minor: Budgeting, Career management, financial management, Strategic Human resource management.
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CERTIFICATIONS AND COURSES

- 2- Days training on “Strategic Program Planning” organized by Community World Service Asia.
 - 5 days training on “Planning and management of Development projects” by AHK- National Center for Rural Development, Govt. of Pakistan.
 - The essentials of Supply Chain management” authorized by, Coursera, KAIST (December 2019)
 - Impact Evaluation methods overview by USAID (KAYA)
 - Introduction to Proposal and report writing by KAYA
 - Volunteer certificates from Oxford University Press, Hunar tech Pvt. limited and INTEGRITY Pakistan.
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REFERENCES

➤ **Mr. Muhammad Adeel Qaiser, General Manager Institutional fund raising Division**

READ Foundation

Contact details are available on demand.
