



Sajjan Dass

Trainer | Disaster Risk Management Specialist | HR Professional

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Professional Summary:

Experienced and results-driven Trainer and Consultant with a commendable track record of over six years in the development sector and eight years in the government sector. Proficient in delivering impactful trainings and workshops for diverse audiences, contributing to community empowerment and organizational growth. Holds a Master's in Business Administration from IBA, University of Sindh Jamshoro, proven expertise in disaster risk management, WASH, nutrition, health, hygiene, gender awareness, and social safety nets. Currently making significant contributions as a HR and Admin Assistant (BPS-16) at HESCO (WAPDA), the energy and power distribution department of the Federal Government of Pakistan. An adaptable and innovative professional committed to driving positive change and achieving measurable outcomes.

Professional Experience:

HR and Admin Assistant

Hyderabad Electric Supply Company (HESCO) (Federal Government of Pakistan)

Duration: June 2016 - Present

- Managed payroll software for accurate salary processing and benefits administration.
- Maintained detailed employee records including service history, promotions, and leave balances.
- Conducted comprehensive employee onboarding sessions covering policies and documentation.
- Efficiently handled employee leave requests and meticulously updated leave records.
- Ensured strict adherence to labor laws and regulations in all HR practices.
- Fostered positive employee relations by promptly addressing queries and resolving conflicts.
- Generated precise HR reports through meticulous data entry.

Senior Training Officer

International Rescue Committee (IRC)

Duration: April , 2013, to October , 2015

- Designed and conducted vocational training components for Nutrition, WASH & FSL project funded by ECHO and Emergency Response Fund project funded by UN-OCHA.
- Conducted trainings on FSL, nutrition, and hygiene promotion for communities at the village level and community gatherings.
- Analyzed and reported on technical information collected in the field.
- Identified opportunities for training and facilitated training sessions for staff and the community.
- Developed tools for conducting training needs assessments and conducted focused group discussions for training needs analysis.

Training and Coordination Officer

Root Work Foundation (RWF)

Duration: October 2011, to March, 2013

Designed and conducted training manuals and modules on Community-Based Disaster Risk Management (CBDRM).

Conducted sessions on Disaster Risk Reduction (DRR) and developed training material and calendars.

Organized and facilitated training programs for District Disaster Management Authorities, civil society organizations officials, and school teachers.

Developed and coordinated DRM plans at the school and community levels.

Provided regular support to communities and organizations on CB-DRR activities.

Training Coordinator**National Institute of Rural Management (N-IRM)****Duration: November 2009, to October 2011**

Designed and conducted training manuals and modules on various topics, including social mobilization, communication skills, gender awareness, conflict management, social safety nets, and disaster risk management.

Conducted training sessions at community and staff levels, emphasizing value addition and impact-oriented outcomes.

Assessed training needs and compiled information for the database.

Prepared various documents, drafts, and reports for different projects funded by BBSYDP, SCCDP, UNDP, IRD, TRDP, and SAWFCO.

Education:

LLB, University of Sindh, 2012

MBA [HRM], University of Sindh, 2008

BBA, University of Sindh, 2007

Intermediate, BISE Hyderabad, 2003

Matric, BISE Hyderabad, 2001

Trainings Certificates:

Agri Business Management – Pakistan Horticulture Development And Export Authority -2009

Social Mobilization – National Institute of Rural Management -2009

Gender and Development – National Institute of Rural Management 2009

Rapid Protection Assessment – UNHCR – 2010

Camp Coordination and Camp Management -UNHCR -2010

Disaster Risk Reduction- UNDP - 2010

CBDRR (community-based disaster risk reduction) - ADPC & Concern Worldwide 2011

TOT on Nutrition - Save the Children – 2013

Training of Trainers on Homestead Gardening – UN FAO -2014

Multi-Sector Initial Rapid Assessment -UNOCHA- 2014

48hrs Assessment Tool Training - Oxfam GB - 2014

Pre-Crisis Emergency Market Mapping and Analysis – IRC - 2015

PCMMA (Price Crisis Market Mapping Analysis) - UN-FAO -2016

Climate Change from learning to Action Online self paced training - United Nation Institute of Research and Training – Aug 2023

Introduction to Project Cycle Management Online training - International Training Center International
Labor Organization Aug 2023
United Nations Mandatory Courses Certificates July-Aug,2023

Short Courses

Google Project Management Course from Coursera, 2022
Google IT Foundation Course from Coursera, 2022-23
Google Data Analytics Course from Coursera, 2023
Six Months English Speaking Course from SZABIST, Hyderabad, Jan-June 2007
Talent Acquisition from HRCI (Human Resources Certification Institute) June -July 2023

Languages:

Mother Tongue: Dhatki (Tharparkar's local language)
Proficient User: English, Urdu, Sindhi

References:

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