

Arjun Shah

Programme Officer

AS

Lucknow, India arjun.shah@example.com Fictional sample

01 Professional profile

Programme Officer with an illustrative 11-year career focused on programme coordination, partner support and transparent reporting. Core strengths include Programme planning, Partner coordination and Field monitoring. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 – Present

Programme Officer

Asterline Community Foundation · Lucknow

Delivered defined workstreams in programme coordination, partner support and transparent reporting, coordinating reviewers and delivery partners.

- Agreed a shared reporting framework while preserving context about participation barriers.
- Introduced regular reflection meetings and documented agreed changes with partner owners.

Jul 2018 – Jun 2022

Programme Officer

Northmere Community Foundation · Lucknow

Built a scoped practice in programme coordination, partner support and transparent reporting, with a defined review process.

- Used programme planning and reporting on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Programme Assistant

Cedarfield Community Foundation · Lucknow

Built foundations through supported assignments, observation and practical feedback.

- Assisted with partner coordination and budget tracking, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Programme planning

Partner coordination

Field monitoring

Reporting

Budget tracking

Community engagement

SELECTED WORK

Learning access programme

Programme plan and monitoring notes

Partner review rhythm

Partner review pack and learning register

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Programme & community work

Keep community purpose at the centre.

WORK EXAMPLE 01 / ILLUSTRATIVE

Learning access programme

Context

Partners used different definitions for activity completion.

Contribution

Agreed a shared reporting framework while preserving context about participation barriers.

Prepared for handover

Programme plan and monitoring notes

WORK EXAMPLE 02 / ILLUSTRATIVE

Partner review rhythm

Context

Field learning arrived too late to adjust activities.

Contribution

Introduced regular reflection meetings and documented agreed changes with partner owners.

Prepared for handover

Partner review pack and learning register

04 Education

2013 – 2015

Master's in Development Studies

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on programme planning and partner coordination.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Programme planning - advanced practice workshop

Scenario exercises and peer review in programme coordination, partner support and transparent reporting.

2025

Reporting - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Programme coordination, partner support and transparent reporting	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.