

TR Women's Wing Structure (WEBohra Team)

1. BDD Team Lead- Shk Murtaza bhai Jasdanwala- Idaara HQHB
2. WEBohra PM- Tasneem ben Dohadwala- Idaara HQHB
3. Idaara RDMs as per Operations

Jamiat	Tijaarat Raabehah RDM	RDO
BARWANI	Mufaddal Lightwala	Abdullah Mithaiwala
BURHANPUR	Mufaddal Lightwala	Abbasali Petrolwala
CALCUTTA	Mohammad Kamdar	Abbasali Petrolwala
DOHAD	Mohammad Kamdar	Aliasgar Mangalmahudi
INDORE	Mufaddal Lightwala	Khuzema Neherwala
COL (SAIFEE P)	Mustafa Bootwala	Mufaddal Rangwala
MUMBRA	Mustafa Bootwala	Mufaddal Rangwala
RAMPURA	Mufaddal Lightwala	Hannan Kuwajerwala
SURAT	Mohammad Kamdar	Burhanuddin Tapia
Jamiat	Tijaarat Raabehah RDM	RDO
BHAVNAGAR	Husain Ratlamwala	Taher Ghanwala
BHOPAL	Aliasgar Badshah	Aliasgar Badshah
JAMNAGAR	Husain Ratlamwala	Aziz Shahiwala
MUMBAI	Mustafa Bootwala	Yusuf Maharaj
RAJKOT	Husain Ratlamwala	Murtaza Makda
Jamiat	Tijaarat Raabehah RDM	RDO
AHMEDABAD	Fakhruddin Dula	Hussain Poonawala
MADRAS	Abdulqadir Arsiwala	Burhanuddin Ali Bohra
NAGPUR	Shabbir Shakir	Shabbir Shakir
NASIK	Shabbir Shakir	Abdeali Patanwala
POONA	Abdulqadir Arsiwala	Mohammed Bharmal
TAHERABAD	Fakhruddin Dula	Fakhruddin Dula
UJJAIN	Fakhruddin Dula	Yusuf Dewaswala / Huzefa Kiranawala
Jamiat	Tijaarat Raabehah RDM	On-shore
EAST AFRICA	Akbar Jawadwala	
Far East	Akbar Jawadwala	
INDIAN OCEAN	Akbar Jawadwala	
Khaleej	Husein Kapadia	
Kuwait	Husein Kapadia	Aliasgar Kuwalawala
UK	Husein Kapadia	
USA / Canada	Taikhoom Dhariwala	

4. WEBohra RDO- 8 Muntasebaat

Name	Location	Jamiyat assigned	Contact Number
Batul Ben Adamally	Colombo	Fareast, Indian Ocean, Khaleej	+94 76 652 5952
Sakina Ben Somalia	Ujjain	Ujjain, Taherabaad, Kuwait	+91 836 933 0825
Tasneem Ben Adam	Secunderabad	Madras, Indore, East Africa	+91 97692 72252
Rashida Ben Mithaiwala	Pune	Mumbai, Marol, Mumbra	+91 81559 48479
Tasneem Ben Nalwala	Pune	Pune, Calcutta, Burhanpur, Yemen	+91 832 055 8122
Sakina Ben Habib	Surat	Surat, Bhopal, Nashik, Nagpur	+91 97231 36253
Sakina Ben Nathani	Karachi	Ahmedabad, Dohad, Pakistan	+92 332 3609061
Zainab ben Murtaza	Karachi	Barwani, Rampura, UK	+44 7436 643499
Amatullah Ben Mogri	USA	Bhavnagar, Rajkot, Jamnagar, USA	+1 (510) 650-9453

Scope of Work: Oversee Jamiyat activity implementations along with Idaara RDO

- Making sure the committee actively conducts WEBohra initiatives on the ground
- Make an annual calendar
- Markets' central activities at the local level and

- Conducts meetings with local team to train them on WEBohra initiatives- TWT, Weekly markets, WEBazaar, Training programs and Expos
- Attends periodic meetings with the Central team
- Makes sure to get timely reports from local team and sends them to the central team (WEBohra PM)

5. Local team structure- (comprises of Min. 1 Musaida, the bigger the household count, the bigger the team)

Musaidaat (PM & RM): appointed by Ummal Kiraam, daeratul Aqeeq & local TR Committee

- 1. WEBohra Musaida- Project Manager (PM)**
- 2. WEBohra- Reporting & Compliance Manager (RM)**
- 3. Treasurer-** Handles accounts & money
- 4. Content creator-** handles messaging and graphics for distribution
- 5. Marketing Manager-** makes sure the initiatives are communicated through local channels like santhas and jamaat groups
- 6. Qardan Officer-** responsible for understanding the Qardan Hasanah policies and compliance by Idaara for counselling applicants, liasoning with the local Qardan office to oversee the process and disbursement of local women applicants
- 7. Case manager- Baseteen, SHND cases**
- 8. Mohalla Representatives-** represent the mohallas and are mini PMs of their areas
 - ❖ The above should be from Daeratul Aqeeq's Umoor Iqtesadiyah committee or TR committee but need to understand their roles & responsibilities w.r.t. WEBohra as well.
 - ❖ The recommendation of the above members should come from the Ummal Kiraam in consultation with the local TR committee. RDM and WEBohra RDM should be informed of their appointment and they should be included in all local TR team meetings after an introductory meeting.

Some Parameters for selection of the team members :

- Their intent for Khidmat
- Educational qualification (min graduate)
- Experience in a business or professional background
- Leadership qualities
- Local popularity
- Age Group 30 to 55
- Basic MS Office knowledge

4. Role & Responsibilities

4.1 Project Manager (PM)

- The Project Manager shall be responsible for:
- Preparing and executing the local WEBOHRA activity plan
- Leading on-ground execution of events, markets, trainings, and expos
- Coordinating with Local Ummal Kiram for permissions and community alignment. Involving the local TR committee in all communications and activities.
- Managing vendors, volunteers, and operational teams
- Marking of initiatives at the local level using local communication channels and with Daeratul Aqeeq support and collaboration when required.
- Facilitate on-ground collaboration with Daeratul Aqeeq's Umoor iqtesdaiyah coordinator and other women's groups and sansthas
- Ensuring SOP, quality, and branding compliance of central initiatives
- Providing regular operational updates to the WEBohra RDO and attending periodic operational meetings
- Identifying and verifying Baaseteen SND cases and assigning it to case managers.

4.2 Reporting & Compliance Manager (RM)

- The Reporting & Compliance Manager shall be responsible for:
- Preparing monthly, event-wise, and special reports with data, testimonials, feedbacks, photographs, budget and expenditures.
- Maintaining beneficiary databases and documentation archives
- Ensuring accuracy, completeness, and timeliness of reports
- Supporting audits, reviews, and impact assessments
- Flagging deviations, challenges, risks, and compliance issues promptly
- Identifying and verifying Baaseteen SND cases and assigning it to case managers.
- Attending periodic operational meetings of Central Office