**Personal Profiles:**

Date of Birth: **08-02-1983**

Nationality: **Pakistani**

Marital Status: **Single**

Religion: **Islam**

**Academic Qualification:**

Master in Mass Communication Management Superior University Lahore. 2006-2008

Master in Political Science Punjab University Lahore. 2008-2010

**Computer Skills:**

* MS-Word
* MS-Excel
* Power point

**Career Objective:**

I would like to join an organization of Information/Public/Educational/Management Sector where I can share my potential for the betterment organization and get enhanced my potential of adopted career and vision about the said field.

**Strength:**

* Project Implementation.
* Team Building.
* Conflict Resolution.
* Project Designing.
* Experience of supervision of Project and advocacy initiatives.
* Others (Self-driven, results-oriented, planner, mature, comfortable to visit within and outside the work place, reliable, tolerant, determined, empathic, flexible and accountable.
* Excellent interpersonal communication skills.
* Having ability to produce result in ever growing environment.
* Having Potential to achieve targets and Goals assigned by Organization.

**Experiences:**

**Working asa Supervisor and Document Assistant** in CERP (Center for Economics Research in Pakistan) Financing Project (World Bank) (1st October 2015 to till dated)

* Assign tasks to the Enumerators on daily basis.
* Maintain all the Enumerators Data on Regular basis.
* Managing all the Files and Data on regular basis
* Participate in the training for the field researcher and giving refresher on daily basis.
* Monitor enumerator on the field and check the Marketing skills in front of Respondent.
* Maintain field sheet and record the progress on the sheet regular basis.
* Get the daily work checked by the re-checker.
* Coordinate with the senior CERP staff for daily assignment.
* Prepared daily, weekly, monthly and quarterly progress reports.

**Worked as a Field Researcher** in PHC (Punjab Health Care Commission) (10th July 2015to 30thSeptember 2015)

* Prepared Daily assignment sheet for visit.
* Coordinate with the senior PHC staff for daily assignment.
* Visit to assign specified area and conduct online interview of all the Health care Establishment
* Maintain and Managing field sheet and record the progress on the sheet.
* Weekly participated inStaff Meeting and shared the progress
* Submitted all the Daily online Forms

**Worked as a Field Researcher** in Semiotic Consultant (Education Base Line Survey) the Project of World Bank (1st April 2014 to 30th April 2014)

* Prepared Daily assignment sheet for visit.
* Coordinate with the senior staff for daily assignment.
* Visit to assign specified area and conduct interview of Principal/Students/Teachers
* Weekly participated in Staff Meeting and shared the progress
* Maintain field sheet and record the progress on the sheet on regular basis.
* Submitted all the Daily online Forms

**Worked as a Coordinator** with **Bedari** (Free and Fare Election Network Project), Sheikhupura, (Jan 2014 to Dec 2014).

* Made and maintained the sustainable links with stakeholders working in the project area.
* Arranged Session with Local Stakeholder, awareness of Local Government Election
* Arranged meeting with Local Stakeholders/NGOs/Community/ awareness of Local Government Election.
* Profiled youth for voter verification and Election Observation.
* Coordinated/conducted trainings of CRG (Constituency Relation Groups).
* Managing all the Files and Data on regular basis
* Facilitated CRGs for planning/delivering of advocacy and awareness activities on issues identified in the constituency.
* Arranged and Coordinate the two events in( Tehsil Sheikhupura and Tehsil Muridke) 10th June 2014 and 12th June 2014 of all the political parties Representatives on the importance of Local Body Election in district Sheikhupura
* Prepared daily, weekly, monthly and quarterly progress reports.

**Worked as a y Coordinator** with **Bedari (**FAFEN (Free and Fare Election NetworkProject), Sheikhupura, (June 2011 to Oct 2013).

* Trained Constituency Relation Group Members (CRG)
* Made and maintained the sustainable links with stakeholders working in the project area
* Collected data from the concerned department(s), Education, Health, Police station.
* District Crime form DPO office, District Health Statistic from Health Office, shared this with organization after completion and analyzing it.
* Profiled youth for voter verification and Election Observation.
* Coordinated/conducted trainings to CRGs (Constituency Relation Group).
* Facilitated CRGs for planning/delivering of advocacy and awareness activities on issues identified in the constituency.
* Prepared daily, weekly, monthly and quarterly progress reports.

**Worked as a Constituency Election Supervisor** (FAFENFree and Fare Election NetworkProject), Sheikhupura NA-134 (May 6th to 15th)

* Arranged and Manage Data Collection of Election Observers.
* Online forward Data to FAFEN Secretariat.
* Conducted the Training of all the election observers.
* Assigned Polling Station to all the election observers.
* Collecting and maintained the Reports of all the election observers.
* Arranged Certificates and Cheque Distribution Ceremony of all the election observers.

**Worked as a PRO (Public Relation Officer)& Marketing OfficerwithRifah Welfare Foundation since Jan-2009 to August- 2011**

* Arranged and Managed the Data Collection of Thalassemia Child registered in DHQ Sheikhupura
* Arranged and Conducted the Awareness Session on Thalassemia( Blood Disorder Disease) in Universities, Colleges, School, public Places, Industries
* Arranged Blood Collection Camp in Universities, Colleges, School, public Places, Industries for Thalassemia Child
* Arrange the Donation Camp and visit to Donors for collecting donation.
* Maintain field sheet and record the progress on the sheet.
* Celebrated World Thalassemia Day on 8th May.
* Arranged and Managed Blood Donors Data.

**Teaching (Arts&Science Subject 12 Years)**

* Oxford Group of Colleges
* The Millennium Academy and Computer College
* Pasban Academy and Computer College

**Workshops & Seminars**

* Attended one day seminar on **District Budget Consultation** in district Sheikhupura city Hotel date 27-8-2014 organized CPDI(Center for Peace and Development Initiatives)
* Arranged/Managed and Conducted **Media Conference** on the importance of Local Body Election on 20th April 2014 in City Hotel Sheikhupura
* Arranged/Managed and Conducted three days’ Workshop on the importance of **local Body Election** 25th to 27th April 2014 in Tehsil Muridke, DisttSheikhupura
* Arranged/Managed and conducted 5 days training of **local Body candidates**.
* Attended one day Seminar on **Stop T B Collection** from Mercy Crops 20th September 2013 in Hot Spoon Hotel City Sheikhupura.
* Attended one day Seminar 17 Oct 2012 **National Voter Days** in DCO office Sheikhupura organized by Bedari.

Arranged and Attended the Workshop of **World Women Day** 8th March 2012 in Social Welfare Hall Sheikhupura

**Trainings**

* Arrange and conduct 2 days Training session for **Local Government Election Observers** ( FAFEN Project) in City Hotel district Sheikhupura
* 3 days Training in Shelton Hotel Gujranwala CERP (Center for Economics Research in Pakistan) **Education Financing Project** (World Bank)
* 2 day training on **Education Base Line Survey**28th to 29th March 2014 organized by Semiotic in Crown Plaza Hotel Lahore.
* Two Days Training on **Local Body Election** 11th to 12th March 2014 Held in City Hotel Sheikhupura organized by Bedari
* Two day training of **NGO Capacity Building** 17th, 18th Feb 2014 organized by Green acres in Crown Plaza Hotel Lahore.
* We had two day training from FAFEN on New addition **(FOPT) FAFEN Online Program Tracker** in Sheikhupura City Hotel January 17-18-2014 organized by Bedari
* Two day training of **Long-Term Election Observers and Over Sight Pakistan in** Park Plaza Hotel from 13th March to14th March 2013 organized by Punjab LokSujagh.
* Arranged/Managed and Conducted 5 days **training to Election Observers on Election observation**( 145) in Constituency NA-134 6th to 10th May 2014 in Farooq Abad
* Two Days Training attend from **Child Friendly School** under the Project of **UNICEF** about Education hurdles in July 5th-7th2012.
* Three days training about **STAEP Project (7thRound) and Advocacy planning and Election observation monitoring** at Sheikhupura office 2nd January 2012 to 4th January 2012, organized by Bedari
* Three days training about **STAEP Project (6th Round) and Advocacy planning** at Murree April 17th to 20th April 2012 organized by Bedari.
* Two day training of **Display Center Observation** held on 28th to 29th February 2012 Crown Plaza hotel Lahore. **(**Certificate from Bedari as a Supervisor of display center observer District Sheikhupura**)** organized by Bedari.
* Two days training about **(5thRound Social Mobilization and Advocacy planning** at Multan STEAP Project October14th to 15th, 2011 organized by Bedari.
* Two day training from FAFEN on **(FOPT) FAFEN Online Program Tracker** in Lahore August 17-18-2011 organized by Sangat Foundation.

**INTERESTS & ACTIVITIES**

* Reading books, Tourism, Cricket, Entertainment
* Watching current Issues program and talk Shows

**LANGUAGES**

* Good communication skills in Urdu, Punjabi and English

**First Name of Application CV No:** **1705968**

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