Hina Qaisar

Contact no:

**0303-0706418**

Email: **hinaqaisar6418@gmail.com**

**hinabukhari110@gmail.com**

Postal Address:

**Khan Pur Shumali P/O Khas**

**Tehsil & Distt: Muzaffar Garh (Punjab)**

**PERSONAL INFORMATION:**

Father’s Name:

**Syed Qaisar Abbas Shah**

Date of Birth:

**19-01-1996**

Domicile:

**Muzaffar Garh (Punjab)**

C.N.I.C #:

**32304-0519583-8**

Marital Status:

**Unmarried**

Religion :

**Islam**

**ACADEMIC RECORD:**

**Degree Institution/Board**

**Metric D.G Khan Board**

**F.A D.G Khan Board**

**B.A B.Z. University**

**M.A. (Islamic Studies) B.Z. University**

# WORK EXPERIENCE:

# Worked as Quality Editor with Rcons since February to September 2017

**Roles & Responsibilities**

* Collect Data in accordance with mentioned households in Data Collection Tools (Questionnaires)
* Daily submission of collected information to supervisor for data entry

# Worked as Enumerator with Rcons in Survey titled “Asset Transfer” since January to March 2018

**Roles & Responsibilities**

* Collect Data in accordance with mentioned households in Data Collection Tools (Questionnaires)
* Daily submission of collected information to supervisor for data entry

# Worked as Enumerator with AGAHE in Survey titled “WASH Assessment in Girls School” since 3rd to 22nd May 2018

**Roles & Responsibilities**

* Collect Data in accordance with mentioned schools in Data Collection Tools (Questionnaires)
* Daily submission of collected information to supervisor for data entry
* Conducted Hygiene Sessions with girls students on Menstrual Hygiene

# Worked as Data Entry Operator with Sehat Sahulat Programme since May to October 2019

**Roles & Responsibilities**

* Data entry of the beneficiaries of Sehat Sahulat Programme in the database

# Worked as Enumerator with National Social Economical Survey since March to August 2021

**Roles & Responsibilities**

* Collect Data in accordance with mentioned households in Data Collection Tools (Questionnaires)
* Daily submission of collected information to supervisor for data entry

# Worked as Enumerator with AWAZ - II in Survey titled “Knowledge, Attitude & Practices (KAP)” since 1st to 15th January 2022

**Roles & Responsibilities**

* Collect Data in accordance with mentioned households in Data Collection Tools (Questionnaires)

Daily submission of collected information to supervisor for data entry

# Worked as Enumerator with FDO in Survey titled “Post Distribution Survey” since 24th to 28th February 2022

**Roles & Responsibilities**

* Collect Data in accordance with mentioned households in Data Collection Tools (Questionnaires)

Daily submission of collected information to supervisor for data entry

# OTHER SKILLS:

* 09 Month of Computer application & office professional from Punjab Vocational Training Council Muzaffargarh.

# LANGUAGES:

* Urdu, Saraiki, Punjabi, English

# REFERENCES:

* References will be furnished on demand