**QADIR DINO**

**H-NO 388 Adam Hinghora Village, UC Gareeb Abad Khokhrapar Malir Karachi**

**Cell: 0312-2413459**

**Email:** [**qadirraza2526@gmail.com**](mailto:qadirraza2526@gmail.com)

**CAREER OBJECTIVE:**

To have a challenging career in a dynamic and progressive organization where my qualification, skills and experience would be an asset. Moreover, I can add value to my technical as well as managerial skills to attain the greatest possible heights and also to contribute towards the growth of Organization with my infinite attitude and hard work.

**PROFESSIONAL EXPERIENCE**

* **Worked as a Enumerator for Young Generations form Tobacco Hazards through Sustainable Measures in Pakistan Project in Karachi “Tiny Targets Investigation”-an online survey based on Quantitative and Qualitative Assessment Methods with Society for Protection of the Rights of the Child (SPARC) September 1st 2022 to September 30th 2022.**

**Responsibilities and Duties:**

* Point of Interest and Point of Sale Data on an online form.
* Photographic Evidence which will be uploaded on the Form.
* List (MS Word / MS Excel format) of Points of Interest and Point of Sale investigated.
* **Worked as a Enumerator for Rapid Assessment of TEVTA center for Future Maker Project in Karachi Areas with Civil Society Human and Institutional Development Program (CHIP) August 15,2022 to August 20,2022.**

**Responsibilities and Duties:**

**•** Visit House to House and fill Questionnaires of Youth with Disabilities.

• Corner Meetings with Community.

* **Worked as a Field Monitor for Polio Eradication Program in Karachi Gadap UC with RIZ CONSULTING 4th Dec-2021 to Till to date.**

**Responsibilities and Duties:**

**•** To conduct Training Sessions of EPI staff**.**

**•** Monitoring and Evaluation of Field staff.

**•** Validation of Digital Maps.

* **Worked as a Supervisor for ground trothing in SHRUCs of Karachi US Muslimabad & Muzaffarabad with Civil Society Human and Institutional Development Program in Karachi September 1st, 2021 to October 10th 2021.**

**Responsibilities and Duties:**

* Supervision of enumerators while visiting house to house survey for collection of information on given format.
* Responsible to collect all formats from enumerators and provide to data entry person on regular basis
* Provision of map
* To assign areas to teams, monitoring and supervision of team, collect filled formats from teams, fill vehicle log sheet and draw detailed map
* **Worked as a Social Mobilizer with Islamic Help Pakistan in Karachi 1st November 2020 to August 2021.**

**Responsibilities and Duties:**

* Introduce the objectives of Islamic Help’s interventions to the target communities and orient them about the projects main activities and objectives.
* Under the direct supervision of the Program Coordinator, he will perform community mobilization activities at community level in accordance with the culture and norms of the target population.
* Establishment of the Village Committees (VC) in the targeted villages as per Standard Operating Procedures (SOP).
* Identify the most vulnerable beneficiary families in the target villages and maintain the beneficiary database as well as record and document community meetings.
* Provide regular updates to the line manager about daily activities through Field Visit Reports, work plans and proper documentation.
* Conducting need assessment for the future proposed projects as per the direction of Program Coordinator. Assist the community to identify potential gaps, analyses their problems and prioritize their needs as well as involve them in finding solutions to their collective problems.
* Training of VC members in the Community management skills such as record keeping etc.
* Maintenance of the record of the VC by the VC members in the desired form.
* Door to door assessment and identification of the beneficiaries for each component of the project as per SOPs.
* Monitor all the project activities being carried out by the VC members and will reflect them in their daily reports which will be submitted to Program Coordinator.
* Collect data as required by the program as per formats being issued to them from time to time by the management staff.
* Assist the Program Coordinator in monitoring the project activities and provide inputs in developing potential case studies/success stories, weekly progress reports and final narrative report writing.
* He will build close partnership with the target communities through regular meetings with them on appropriate intervals.
* Conduct separate male and female BBCMs and FGDs according to the local norms and traditions to make sure their opinions, concerns and choices are incorporated in the project activities.
* Coordinate project activities with all relevant community stakeholders and other working humanitarian partners in the target area.
* Regular field visits and conduct the community meetings frequently.
* Provide regular updates to the line manager about daily activities through Field Visit Reports, work plans and proper documentation.
* Any other responsibility assigned by the line manager
* **Worked as a Field Supervisor with Strengthening Participatory Organization (SPO) Project Covid-19. Rapid Response (Hand wash Facility) in Karachi May 22, 2020 to 31 July 2020.**

**Responsibilities and Duties:**

* + Supervise Hand Washing Booth at 16 Location.
  + Supervise the work of CRPs such as Awareness Campaign within the Community on prevention and protection guidelines regarding COVID19
  + Submit daily/ weekly plan & Progress Report through email.
  + Assist SPO team in distribution of Hygiene kits.
* Report any incident of Positive cases in surrounding area/community
* The incumbent will directly to the Regional Coordinator-SPO Hyderabad
* **Worked as a Community Mobilizer Support of UNFPA and PNFWH with CSO Pakistan Medical Association in District Malir UCs May 2020.**

**Responsibilities and Duties:**

* Door to Door Mobilization.
* Distributed Awareness Material.
* Mosque Announcements.
* Markets & Chock Announcement.
* **Worked as a Volunteer Combating Corona Volunteers Program with Sustainable Social Development Org in Karachi (1 April 2020 to 15 April 2020 )**

**Responsibilities and Duties:**

* Corner Meetings with Community.
* Distributed Awareness Material on Prevention of COVID2019.
* Mosque Announcements.
* ***Worked as a Enumerator for Citizen Report Card Survey under Democratic Local Governance for Development in Pakistan in District Karachi South with center for Peace and Development Initiates Feb 2020 to April 2020.***

***25 Household Surveys on Citizens report card according to Assigned Sample.***

* **Worked as a Social Mobilizer with Precision Health Consultants (PHC) Global Pvt Ltd Typhoid Conjugate Vaccine Catch-up Campaign 2019 in**

**District Malir Nov 2019 to Dec 2019.**

1. Advocacy meetings with key stakeholders, local champions and influencers to

Tackle vaccine refusals, and mobilizing the community for vaccination.

2. Awareness session on typhoid and TCV with teachers, mother/fathers,

Influences (religious leaders, community gate keepers)

3. Meeting with the religious leaders and community gatekeepers to establish a system of

Frequent mosques announcements before and during the campaigns. Also, ensuring the

Importance of TCV campaign is highlighted in Jumma Khutbah.

4. Mapping of the area not limited to schools, influencers, religious leaders, Otaak, clinics

And hospitals for increasing vaccine coverage during the campaign.

5. Monitoring of mobile making vans in the communities during the mass campaign days.

6. Support and close coordination with vaccination teams to cover missed children during

The campaign

7. Many other Community Mobilization Activities will be included later.

* **Worked as a Interviewer in Research Base Surveys at Karachi for GALLUP PAKISTAN All District Karachi Jun 2019 to Aug 2019.**

**My responsibilities are:**

* Interviews with Import Export & Agents in Karachi business survey
* Take appointment from Importers, Exporters & Agents for interview
* Motivate to client for Interview
* Survey on Tab
* Documentation of interviewer
* Time management
* ***Worked as a Enumerator for Citizen Report Card Survey under Democratic Local Governance for Development in Pakistan in District Karachi South with center for Peace and Development Initiates April 15, 2019 to May 15, 2019.***

25 Household Surveys on Citizens report card according to Assigned Sample.

* ***Worked as a Coordination Officer with center for Peace and Development Initiates Disability CNIC Registrations Campaign District Malir Jan 2019 to March 2019.***

* Lobbying for Certificate of Disable and SCNIC of Disable Person
* ***Worked as a Social Mobilizer Measles Campaign Support of UNICEF and EPI Department with CSO Mehran Awareness and Development Org in District Gadap Karachi (15 Oct 2018 to 27 Oct 2018 )***

**Responsibilities and Duties:**

* Meeting with DHOs/THO.
* Refusals Covered per day.
* Mosque Announcements.
* Daily Reports.
* Union Council Maps.
* **Working as a Assistant Constituency Coordinator with Baanhn Beli/ Free and Fair Election Network 1 Jul 2018 to 25 Jul 2018**

***Major Responsibilities***

* + - * Alliance Building with political Parties , ECP , DRO , RO and NADRA
      * Assessment of polling station
      * Observation of election Process
* **Worked as a Training Coordinator with Taqweem e Pakistan on Azme Naujawan Project at Karachi from 1st Jun 2017 to 30 Nov 2017**

***Major Responsibilities***

Identification of Youth from districts Malir Karachi

Formation of Youth Groups in target UCs

Formation of Stockholders Committees in target UCs

Develop Training Plan

Develop and implementation of Replication Plan

**** Worked as a Mobilizer in Strengthening Electoral Legislative**

**Processes (SELP). Project of BAANH BELI in District Malir Karachi (1st Dec**

**2017 to 31 May 2018)**

**Responsibilities and Duties:**

* Identification of reasons of women`s NIC and voter under-registration in the
* Communities.
* Finalization of community mobilization plans.
* Listing of unregistered woman through door-to-door Campaigns.
* Mobilization of women for NIC and voter registration.
* Facilitation of women NIC and voter Registration.
* Coordinate and arrange Meeting with ECP, NADRA, DVEC, office bearers
* of political parties, district and local government officials and influential in
* The assigned communities to facilitate NIC registration Process.
* Arrange and correspond for meeting with NADRA for facilitation/MRV
* Request.
* Assist the volunteer for progress of the relevant activities, as per Statement

Of work (SoW).

* Other official responsibilities as assigned by the directors and senior.
* ***Worked as a Enumerators in Line Listing and Profiling of Urban Slums project of Civil Society Human and Institutional Development Program (CHIP )***

**Responsibilities and Duties:**

* Physically visit assigned urban slums and collect data as per agreed tools on a daily basis until 100% urban slums of Karachi and Hyderabad are covered.
* Submit filled questionnaire to the field supervisor by ensuring its accuracy.
* Take high resolution photos of all assigned urban slums and hand it over to the supervisor after naming the photos.
* Undertake meetings in union councils, town and districts to collect basic information about urban slums as and when required and asked by the field supervisor.
* Expected Deliverables from Enumerators.
* Union Council Maps.
* **Worked as a Field Coordinator in Community TV for youth of Karachi. project of BEHIVEE Peoples Media (DAI) in Karachi(1st Jan 2017 to 31 Mar 2017)**

**Responsibilities and Duties:**

* Ensure effective implementation of project out comes and manage the field team in adherence of project activities.
* Facilitate and conduct the process for orientation and time to time capacity building of the project team.
* Conduct monthly, quarterterly, and annual reviews of the ongoing project deliverables.
* Ensure smooth and optimum function of the project.
* Supervise and approve all monthly staff evaluation.
* Making and strengheninger relationships and networking with relevant situation.
* Draft success stories as often as possible but at least monthly.
* Prepare relevant section of quarterly and annual reports of the project.
* Other official responsibilities as assigned by the directors and senior.
* **Worked as a Field Coordinator in Citizens First Project improving Human Security at National organization Committee (1 June 2016 to 31 Dec 2016)**

**Major Responsibilities**

* Identification of areas
* Develop contact Local govt. Representatives
* Conduct Meetings
* Develop Action Plans
* Evolution on Districts Mobilization Team
* Field Visits of Project areas
* Lead District Level Activities
* Formation of District Level Citizens Group
* To Conduct District Level Community Dialogue
* Citizens Engagements with District Level Public officials
* Organize District and Division Level Cultural Events
* Lobbying with MPAs and MNAs
* Surveys FGDs. IDI, and KIIs
* Conduct District Level Advocacy Training Workshops
* Run Social Media Campaign
* Division Level Network Building
* Reporting All Activities to Program Director
* Develop Flyer and Poster on District level Community Issues
* Develop Training Manual
* Evolution of Community Level Actives
* Training of Field Staff and Volunteers
* Evolution of Procurement Process
* **Worked as a Invigilator in Education & Literacy Department (Government Of Sindh) Standardized Achievement Test (SAT-IV) Project Conducted By Institute of Business Administration (2nd March 2016 to 22 March 2016)**

**Major Responsibilities**

* Check the enrollment of class V and VIII
* Provided the test booklets and stationary to the students of class V and VIII
* Read aloud instructions written on the front page of the test booklets to the students sitting in test block.
* Take attendance and filled the tail sheet of all students who appeared in the test.
* Putted the name, ID no and sign. On every booklets of the students.
* After finishing test collect the booklets and stationary.
* Sealed the Booklets and handed over the town coordinator.
* Ensure the quality of test administration*.*

**OTHER EXPERIENCE**

* **One Year Working Experience as a Shift Staff at Alleviate Addiction Suffering Trust Karachi (1st February 2015 to 31 January 2016)**
* Worked as a Data Collator at Benazir Income Support Program Malir District 2008.
* **Two Years working Experience in Teaching field at Shah Latif Coaching Center (2nd January 2011 to 31 December 2013)**

**VOLUNTEER EXPERIENCE**

* Voluntarily Project Coordinator of Community Awareness Program CAP By Mehran Awareness & development Organization
* 6th Month working Experience as a Malir Education Coordinator by Pak Mehran Educational Welfare Society. (1st March 2012 to 16th December 2012).
* 4 month Working Experience as a area focal Person and volunteer Monitoring Assistant of PEHLA QADAM program By NCHD in Badin (8 April 2008 to 31 July 2008
* 6 month Working Experience as a Social Mobilizer in Muhabbat-e-Elm Program in Mehran Awareness & Development Org.

**Consultancies**

* Translation of Sindhi, Urdu and English.
* Observer Local Govt. Election 2015 in Malir 34 polling station deployed 20 observers.
* Annual Status Education Report Malir Town with Asar Pakistan 2015.

**Expertise**

* Advocacy / lobbing
* Mobilization
* Capacity Building
* Module/ martial Development
* Network building
* Linkages buildup with Govt. official / MPA, MNAs , LG Representatives
* Research

**EDUCATION**

**B.A** (Graduation) Lyari University **2016*.***

**I.COM** (Inter Commerce) Karachi Board **2008*.***

**Matriculation** (in Science) Hyderabad Board  **2005**

**TRAININGS/CERTIFICATIONS**

* Attend 2 days **Sector Committees Training** from **Human Development Foundation**.
* Attend 2 days **Advance Community Management Skills Training** from **Human Development Foundation.**
* Attend 2 days **Basic Community Management Skills Training** from **Human Development Foundation.**
* Attend 2 days **Disaster Management and Advocacy Training** from **Human Development Foundation.**
* Attend 2 days **Financial Literacy Education Skills Training** from **HANDS.**
* Attend 3 days **Life Skills Based Education Training** from **HANDS.**
* Attend 3 days **Youth Peace Summit** from **Chinan Development Association.**
* Attend 5 days **Basic Rehabilitation Management Training** from **AAS Trust**.
* Training on **Social Mobilization** from **Shah Latif Educational Forum.**
* Attend 9 days Three Governance Workshop on **Basic Constitutional Rights, Social & Economic Rights & Human Security Issues** from **Now Community.**
* Attend 3 days Training & 2days Survey on **Annual Status Education Report** **(ASAR PAKISTAN)**
* Attend 2 days **District Level Training Workshop on Local Bodies** from **Now Communities.**
* Attend 1 day **Heat Stroke Awareness Training** from **Youth of Pakistan Org.**
* Attend 3 days **Capacity Building of Youth Peace Entrepreneurs** from **Youth Development Foundation.**
* Attend **Half Day Tuberculosis Referral Training** by **Community Health** **Solutions.**
* Attend 1 day **Conflict Management Workshop** from **AAS Trust.**
* Attend 6 days **(ToT) Civil Society Support Program.**

**ToT Titles**

**Two Days Leadership, Alternate Dispute Resolution and Mediation.**

**Two Days SOCIAL and Interfaith Harmony.**

**Tow Days Advocacy and Raising Awareness.**

* Attend 1 day **Teachers Literature Festival** from **Idara- e –Taleem-o- Aagahi.**
* Attend 2 days **Women NIC and Voter Registration Campaign Training** from **Baanhn Beli Org**
* Attend 1 day Training on **The Use of Sindh Transparency and Right to Information Act,2016 for Investigative Reporting** from **Centre for Peace and Development Initiatives**
* Attend 1 day Training on **Social Development and Community Empowerment** from **Pakistan Fisher folk Forum**
* Attend 3 days Training Workshop **Legal Frameworks and Process of Registration of Civil Society Organizations from Legal Rights Forum.**
* Attend 2 days’ Workshop **Karachi Clemton** form **Hack Embassy**.

**BEHAVIORAL COMPETENCIES**

* Good Communication skills in Sindhi, Urdu, Kutchi and English Languages.
* Ability of event organizing.
* Promising leadership skills.
* Good management and communication skills.
* Have great commitment and potential
* Have good knowledge of computer and its application software (MS Office).
* Have excellent knowledge Internet using, web designing, Group email etc.

**PROFESSIONAL QUALIFICATION:**

* 4 month short course in **ELECTRIATION** from **Sindh Technical Board**
* 6 month short course in **CIT** from **Al-Ghosia Computers**

**LEISURE ACTIVITIES:**

* Writing Colum, Articles, Stories, and poetries in Print and E-Magazines.
* Reading Newspapers, Books and e-articles.
* Attend Seminars, Meetings.
* Visits
* Watching News channel Programs
* Indoor and Out Door games

**PERSONAL INFORMATION**

**Father’s Name:** Muhammad Usman

**Birth date:** 7th – May- 1989

**CNIC #:** 42201-9519074-3

**Gender:** Male

**Marital Status:** Single

**Religion:** Islam

**Nationality:** Pakistani

**REFERENCES**

Will be furnished upon request