**Hina Rafiq**

**D/O**

**Muhammad Rafiq**

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| **Personal Information:**  |

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| **Contact No**  | 0306-0783193 |
| **Email ID:** | Hina.rafiq555@yahoo.com  |
| **Postal Address:**  | Kahakshan street # 5 Gulgasht colony Multan  |
| **NIC No** :  | 36302-4458095-6 |
| **Date Of Birth:** | March 19,1996 |
| **Domicile** :  | Multan (Punjab) |

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| **Career Objective:** |

To work in a dynamic organization that provides me an opportunity to contribute my skills and abilities in accomplishing the organizational as well as personal goals.

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| **Academic Profile:**  |

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| **Degree** | **Year** | **CGPA\Division** | **Board/University** |
| BBA(Hons) | 2013-2017 | 2.88/4.00 | *University of Education Lahore (Multan Campus)*  |
| I.COM  | 2013 | 1st  | BISE Multan |
| Matriculation  | 2011 | 1st | BISE Multan |

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| **Professional Course:** |

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| **Level** | **Degree** | **Board/University/Institute**  |
| Computer Course | DIT  | International financial corporation (IFC) |
| English Language Course  | Access English | International financial corporation (IFC) |
| Professional skills | Professional skills | International financial corporation (IFC) |
| CPE  | Access English  | NCBA&E  |

**PROFESSIONAL EXPERIENCE**

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| **Position Title** | **Resource Person**  |
| **Duration:**  | **22 March, 2021 to Present**  |
| **Employer** | **C:\Users\Farrukh\Desktop\1012389_489701227787114_1067190614_n.jpgStrengthening Participatory Organization(SPO)**  |
| **Project** | **Aawaz II by British Council Pakistan**  |
| **Responsibilities** | * Collect and maintain data of the beneficiaries and visitors who are getting benefits from the established Aawaz Agahi Center (AAC)
* Work with the community to ensure equal participation of men and women in awareness-raising events and training.
* Conduct awareness-raising sessions, and prepare result-based reports.
* Assist training and advocacy officer in the facilitation of training and collection of advocacy-related issues.
* Work with the community outreach officer to implement the planned activities including the formation of village/district forums, meetings, and in other field level activities.
* Conduct mobilization and sensitization sessions with change marker/community groups.
* Coordinating and conducting district-level meetings and mobilizing communities on issues related to service providers/public offices.
* Preparation of the monthly and weekly work plans of the AACs related activities.
* Prepare reports of program activities and submit them to the supervisor.
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| **Position Title** | **Social Mobilizer**  |
| **Duration:**  | **25 January 2021, to 2 March, 2020** |
| **Employer** | **Sanjh Preet Organization**  |
| **Project** |  **Typhoid conjugate vaccine(TCV)**  |
| **Responsibilities** | * Meeting with Union council Medical officer (UCMO)
* Mapping and mobilizing in the selected area.
* Visits of private and government schools regarding camps.
* Coordinate with local stakeholders for organizing the camps.
* Prepare reports of programme activities and submit them to the supervisor.
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| **Position Title** | **Lister and Data Collector**  |
| **Duration:**  |  **18th September 2020 to 2nd January 2021** |
| **Employer** |  **Agha khan university (HRSG outsourcing private Ltd.)** |
| **Project** |  **Third-party immunization coverage survey**  |
| **Responsibilities** | * Identification profiling mapping of cluster.
* To mobilize the community regarding immunization Card
* To collect the data from parents, local stakeholders of registered or un complete children
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| **Position Title** | **Enumerator**  |
| **Duration:**  | **2March , 2020 to 5th May 2020** |
| **Employer** |  **PATTAN DEVELOPMENT ORGANIZATION**  |
| **Responsibilities** | * To conduct the baseline survey with ruler area.
* To conduct Participatory ruler appraisal(PRA) activities
* To conduct the end line survey with ruler area.
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| **Position Title** | **ACC (Assistant constituency Coordinator)**  |
| **Duration:**  |  **2nd June , 2018 to t 1st August 2018** |
| **Employer** |  **PATTAN DEVELOPMENT ORGANIZATION** **(FAFEN) Free and Fair Election Network organization**  |
| **Project** |  |
| **Responsibilities** | * Organize trainings of observers and discussions with the support and engagement of community facilitators, on the topics of voter rights.
* Conduct awareness-raising sessions, and prepare result-based reports.
* Monitoring observers and keep maintaining the records
* Prepare reports of program activities and submit them to the supervisor.
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| **Research work Experience:**  |

* **ITA:** ( Idara-e-Taleem-o-Agahai)

**Project Name:** Annual Status Educational Report-ASER Pakistan

Worked as Enumerator for 4 days in District Multan 2018 funded by Government of Punjab.

* **ITA:** (Idara-e-Talem-o-Agahai)

**Project Name:** School Assessment for School Improvement

Worked as Enumerator for 4 days in District Multan 2019.

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| **Work Experience & Additional:**  |

* Working as an Actor in the documentation on harassment.
* **Since 2019** teaching at Merit college.
* Worked as an invigilator in BZU

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| **Reference:** |

Will be provided on request