**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](mailto: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