

Resume

Sundas Fiaz

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Permanent Home Address:

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Personal Information:

Date of Birth	:	September 11 -19990
Domicile	:	Muzaffarabad AJK
Marital Status	:	Married
National Identity Card No	:	82203-9856943-4

Professional Summary:

I am MPhil Scholar of the Riphah University with a degree in In Statistics having CGPA 3.49 with excellent Researcher in projects ,time management, problem solving, and communication and writing skills with the ability to function at a high level in a wide variety of settings. I am also an organized graduate who successfully win awards that achieved high levels of popularity and success with exposure throughout AJK.

I possess excellent work ethics and having short term work experience with good repute organization as project officer in PND Department. Other than this, I have served as divisional consultant in TCV Campaign in AJK . My recent position has allowed me to gain and develop a strong professional knowledge and skill by possessing good Reporting, research development, knowledge management, beneficiaries' interviews, Impact assessments, planning, communication plans reviews, track progress against targets, management, coordination, Proposal writing skills and multidimensional working experience. I am confident that I can make a significant and valuable contribution to any organization.

. I believe that my education and experience in all facets of development sector will contribute to developmentsector in general and particular to my career development.

Professional Skills and Expertise:

✚ Donor reporting of TCV campaign submitted to UNICEF PAKISTAN



Excellent communication skills, both written and spoken.

✚ Strong negotiation, listening, communication of ideas, problem solving and decision making skills.

✚ Having underrating to write report and support in proposals development process

✚ Always organized with good time management skills

✚ Good community mobilization skills

✚ Proficient on computer

✚ applications.Good project management skills

✚ Knowledge in monitoring and evaluation of projects.

Work Experience:

August
2016
April
2018

Project officer – AJK
Organization: PND
DEPARTMENT.

Responsibilities includes:

- Assisted in developing effective project management system in place through reporting, data management, coordination, and progressReporting.

Assisted communication department in developing case studies templates, success stories and other communication and visibility material like brochures, leaflets, flyers, booklets, postcards, pamphlets, catalogues, and presentation materials as per donors', Organization's, and programme/ project requirements.

- Reviewed field teams work plans and ensure agreed targets being completed within stipulated timeframe.
- Supported communication and program team in cross-organizational learning, which includes providing information, guidelines, lessons learned, and user-friendly learning tools.
- Provided support in advocacy i.e., meetings with Civil Aviation Authority, Federal Investigation Agency, and Ministry of Health to share the program learnings and upcoming organizational plans
- Developed program reviews presentations, meeting agenda and communication with Ministries and International Labour Organization (ILO) to advocate for migrants' issues.
- Participated in 2 Radio shows as guest speaker

2nd work experience

- *Position; Lecturer statistics*
- *Organization: AJK UNIVERSITY*

May 2019–SEP2021

Responsibilities includes:

A statistician gathers numerical data and then displays it, helping companies to make sense of quantitative data and to spot trends and make predictions. Typical responsibilities of the job include: **designing data acquisition trials. assessing results**

Statistics helps in the individual comparison of students differing in respect of their **ages, abilities and intelligence levels**. It is statistics which tells us why thus students who are similar in every other respect yet do not show similar achievement is on particular subject.

To summarize, study statistics are to be able to effectively conduct research, to be able to read and evaluate journal articles, to further develop critical thinking and analytic skills, to act as an informed consumer, and to know when you need to hire outside statistical help.

3rd work experience

August
2022
-nov
2022

Divisional consultant in UNICEF

Responsibilities includes:

Facilitate all the TCV campaign activities at district level during pre-campaign phase including trainings, meetings, awareness activities at different levels and report on proposed corrective measures taken. Ensure that:

1. All micro plans are updated & complete and slums, high risk areas and underserved areas are included.
2. TCV Trainings plans are developed & implemented and all components (Equity, ACSM and vaccine and logistics, reporting) are well addressed during the trainings
3. ACSM and community engagement activities for TCV are incorporated in plans and micro plans
4. Cold chain, vaccine and logistics availability and timely distribution at all level

Regularly monitor and ensure that the resources provided for pre-campaign activities were used for the intended activities at district level as per the micro plans.

Intra Campaign Phase

1. Conduct field visits during TCV SIA and ensure that the planned

activities have been executed to the required level and quality with adherence to the SOPs.

2. Report to the province of the real-time data on daily basis on agreed format (e.g., Rapid pro, excel etc.)
3. Facilitate all the programmatic activities at district level during campaign phase and report on proposed corrective measures

Regularly monitor and ensure that the resources provided for pre-campaign activities were used for the intended activities at district level as per the micro plans.

Post-Campaign Phase:

1. Develop a comprehensive TCV district report of the campaign (narrative & supported by data), first by developing the format and agreed by UNICEF.
2. Support the districts in post campaign evaluation survey
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Academic Qualifications:

2017-2020 MPHIL STATISTICS (Course work and Research pending)
Course studied

Computer Skills:

- MS Office, Excel and Power Point,
 - Microsoft Outlook Express
 - Internet Efficient Surfing & Searching.
 - Internet Communication (E-Mail, Facebook, twitter etc).
 - Server, Windows XP, windows
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Awards/Honor:

- Award of excellence for achieving good marks throughout the academic career.
 - Award of participation in social works in AJK
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Volunteer Work:

- Conducted research on issues affecting the vulnerable members of the society such as labor migrants, children, women, refugees and IDPs, Content Development, Community service and volunteering.
 - Voluntarily worked in organizing multiple street plays on small businesses awareness in AJK.
 - Volunteer fund raiser for Shaukat Khanum Memorial Cancer Hospital and Research Centre.
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