



SHAZIA FIRADUS

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OBJECTIVE

To obtain a position in the organization that offer challenges and opportunities for my career development and at the same time serve the organization with confidence, proficiency, hard work and to the best of my professional capabilities.

SKILLS

- Ms office
- Creativity
- Team work
- Coaching
- Communication
- Presentation
- Leadership



EDUCATION

QUAID-I-AZAM UNIVERSITY ISLAMABAD

M. Phil IR

Research Dissertation Topic:

"Rise of India: Security Implications for the Region (South Asia)"

Term Paper submitted

"Increasing Indian Involvement in Afghanistan: Security Implications for Pakistan"

KIU

M. Sc IR

Thesis:

"Causes of Failure of Democracy in Pakistan 1989 to 1999"

KIU

B. Ed

KIU

BA Economics



WORK EXPERIENCE

GILGIT-BALTISTAN RURAL, SUPPORT PROGRAMME, GBRSP (UNDP)

AUG 2020 - DEC 2021

Reporting, Communication & Liaison Officer

Assigned Activities by P&DD for the execution of the Project of GLOF-II

Activities:

- i-Social Mobilization
- ii-Trainings in Selected valleys for GLOF-II
- iii- Mock Drills in selected valleys

Responsibilities:

Preparing Reports: quarterly progress, annual progress, all Activity reports (trainings, mock drills & mobilization reports) for the project of GLOF-II under P&DD and UNDP. Also, organized trainings and other events for the Project of GLOF-II.

Coordinating with the donor agencies for expanding the scope of work of GBRSP and to augment and assist current projects.

Organizing events on different themes including climate change, gender, and community responses to disaster management.

Liaising Line-departments:

1. P&DD (Planning & Development Department, Gilgit)
2. KIU (Karakoram International University)
3. UOB (University of Baltistan)
4. GBDMA (Gilgit-Baltistan Disaster Management Authority)
5. Irrigation & Water Management Department
6. Forest, Agriculture, Water Management, Wild Life & Environment
7. UNDP GLOF-II Gilgit-Baltistan

M & E Responsibilities:

Participating in formation of M&E templates according to UNDP guidelines.

Communication Responsibilities: Writing press releases and other communication material for efficient dissemination of information related to GLOFF-II activities.

ORGANIZED TRAININGS IN SELECTED VALLEYS FOR THE PROJECT OF GLOF-II

AUG 2020 - DEC 2021

- I. Formation & Management of COs & Book-keeping by GBRSP
- II. Climate Change Adaptation by EPA

INTERESTS

- Reading Books, Travelling, Cooking

III. Project Management, Reporting, Communication, Proposal Writing & Budgeting by KIUIV.
Operations of Early Warning Systems (EWS) by MET Department Pakistan
V. Disaster Response & Recovery Drill by GBDMA
VI. GLOF Risk Reduction by UNDP
VII. Relief & Rehabilitation Operations by GBDMA
VIII. Gender and Development (in Disaster context)

(Each valley had 8-days training for the CDRMC members and communities conducted from September 2020- December 2021)

Organized Mock Drills (in all the selected valleys of GLOF=II Project) Mock Drills were consisted on:

- First Aid training
- Disaster Management tools and techniques
- Practical Demonstration in selected sites

(Each valley had a Mock Drill and a refresher Mock Drill throughout the year 2021)

PAST WORK

1) Institution: KIU:

Position: Visiting Lecturer IR Department (March-November 2020)

2) Organization: UNICEF (March-August 2019) Worked with the P&DD/UNICEF under the local govt. of G-B a project of Child Labor Survey (100day project)

Responsibilities: Worked as Data Enumerator in District Gilgit

HORIZON TELETECH INNOVATIONS (PVT) LTD, ISLAMABAD

SEPT 2016 - MARCH
2019

Admin and HR Manager

Responsibilities:

Performing administrative work related to office management.

Preparing trainings and teams for the field to deal clients regarding targets assigned by the organization.

Dealing with HR matters, Reporting to prepare progress reports on, daily, weekly, monthly, quarterly and annually.

M&E branch visits to evaluate the employees progress and field work

Liaison being Manager Admin of the Head office Islamabad I was responsible to Collaborate and close communicate to all the district branches in Punjab.

MINISTRY OF OVERSEAS PAKISTANIS AND HUMAN RESOURCE DEVELOPMENT, PAKISTAN SECRETARIAT

2013 - 2014

Section Officer hired through National Internship Programme NIP

Responsibilities:

- To maintain files/Documentation and to collect and compile data.
- Editing and report writing, writing concept note and report



CERTIFICATES AND TRAININGS ATTENDED

I. Training Workshop on Fragile Heritage Framework by LAAJVERD (2-Day)

II. Project Planning & Management (PC-I & PC-II Preparation) under GB Development Plan by PPMI Islamabad (5-day training in Oct 2021)

III. TOT Training on First Aid and Disaster Management held by PRCS (First week of May 2021) 5-day training

IV. Training on Work Together by UNDP held in Islamabad (2 days August 2019)

V. Training on basic Filed work and taking base line data in the field by UNICEF (7 days March 2019)VI. News and News analysis, understanding and writing one day training and workshop conducted by Quaid-i-Azam University. (Dpt. Of Social Sciences)

VII. Attended plenty of international conferences, seminars and webinars conducted by the department of School of Politics and International Relations (SPIR), Quaid-e- Azam University, Islamabad.

VIII. Book review and article writing training taken in the department of School of Politics and International Relations Quaid-e-Azam University.

IX. News



LANGUAGES

English, Urdu, Shina, Panjabi



REFERENCES

Mr. Usman Zeb Gandapur

Programme Manager MERL & Admin GBRSP Gilgit

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