



SHABNAM

CONTACT

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 Naval residential complex
sector E-8 Islamabad

Permanent address: Mahalla
shangot Danyore Gilgit

SKILLS

- leadership skill
- Learning/adaptability skills.
- Team management
- problem solving
- communication skill
- technical skill

EDUCATION

- **M.s in project management from SZABIST 2019-2021**
- **M.A in social work from University of karachi 2009-2012**
- **HSSC (arts),karakurm Board 2007-2008**
- **SSC (arts), karakurum Board 2006- 2007**

LANGUAGES

Urdu 

English 

Burushski 

PROFILE

Experience in social developmental and community services in reputed organizations. • Strong professional academic background. • A proactive, reliable, flexible team player with leadership and coordination skills

WORK EXPERIENCE

Field monitor

RIZ Consulting

December2021 to june2022

- Undertake field visits as per the work plan shared by RIZ
- • Conduct sessions regarding GCSS APP(geographical coverage support system). • for workers
- • Provide login IDs and make sure all phones has logged in the GCSS APP
- • Make sure that all phones must have internet connection and the tracking must on before deployment of field teams
- • Monitor the APP and facilitate the workers as needed
- Conduct post campaign survey with field staff UCMO/UCPO
- Prepared validation report

validation Monitor /supervisor

RIZ Consulting

September2021--december2021

- Undertake field visits as per the work plan shared by RIZ for monitoring of the APEX field teams and report in accordance to the formats set by the Organization.
- Thoroughly go through field plan and APEX team details prior to starting of field activities and communicate any concerns immediately to RIZ Project Coordinator/ Assistant Project Coordinator.
- Monitor morning and evening meeting of APEX field teams.
- Ensure the implementation of monitoring and reporting policies and strategies.
- Provide means of verification for each cluster visited by taking snapshots with watermark for date ,time and location with cluster identification and APEX field teams or APEXAFO and submit pictures with complete details.
- Submit a brief daily report (combined for all APEX field teams monitored) to Project Coordinator after the completion of daily field activity on the provided format.

TRAINING CONDUCTED

- Training session conducted on "Community Mobilization"
- Training session conducted on "Child Health and Hygiene"
- Training sessions conducted for Teams about GCSS APP geographical coverage support system

PERSONAL PROFILE

- Father's Name : Ghulam Muhammad
- Marital Status : Single
- Religion :Islam
- Nationality : Pakistani
- Reference: Available on request

WORK EXPERIENCE

Worked as a Field RESEARCHER in a short term survey .HEALTH FACILITY SURVEY conducted by RIZ consulting with collaboration of ACASUS September 2021. Purpose of this survey was to assess the service delivery at facility.

Responsibilities

- Undertake field visits to health facilities as per the list of health facilities shared by RIZ
- Data collection from health facilities by interviewing the staff / beneficiaries Collect photographs, means of verification,
- Communicate with focal person /DHO to confirm the address of health facility and inform scheduled of visit

Field Monitor in RIZ Consulting .worked in two rounds march 2019 and june 2019 to December 2020, june 2021 LQAS this assignment was based on 2 days working

Responsibilities

- Undertake field visits as per the work plan shared by RIZ for monitoring of the APEX field teams in accordance to the formats set by the Organization
- Monitor morning and evening meeting of APEX field teams (whenever possible). Record Keeping
- Responsible for maintaining chronological record (programmatic) including activity photographs, means of verification, minutes of meetings (morning & evening) and field Monitoring reports etc. of all the field activities at district level Reporting
- Prepare daily reports for the visits and submit to supervisor Means of Verification (MOV)
- Provide means of verification to assigned supervisor for each cluster visited by taking snapshots with watermark with cluster identification and APEX field teams or APEX AFO and submit pictures with complete details

WORK EXPERIENCE

Worked as Internee (24 JUNE 2020 TO JULY 30 2020) in Centre for Peace and Development Initiatives,

incorporated under the Companies Ordinance 1984 (XLVII of 1984) and that the company is Limited by Guarantee under Section 42 having its office, Islamabad.

Responsibilities

- To Make budget sheet of 2019 to 2020 from budget manual by using MS excel.
- Ensure to enter correct responses to make accurate calculations
- Ensure Confidentiality of data

worked as a Senior Research Assistant (supervisor) in “willows impact evaluation survey” project with collaboration of Aga Khan university Hospital Karachi and Harvard university from jan-2018 to December 2018.

Responsibilities

- Supervise the team on field sites
- To ensure all team members submit the data in timely manners
- To ensure the data collected is valid, authentic and complete.
- Responsible to prepare Monthly Field Plan by Coordination and taking input of Field team.
- Responsible to check the primary Data Coming from Field
- Supervise Field team while Data Collection and instruct them as per Protocols
- Provides guidance and training to new/junior staff
- Collect data from different household through tablet by using “commcare app”.
- Performs other related work as required. • Identify the cluster through GIS MAP.

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WORK EXPERIENCE

Worked as Field Researcher and social mobilizer with trust for vaccine and immunization under Mother and Child Care project Phase two (MCCP) Jan-2016 to march-2017

Responsibilities

- Daily Field Visits at Catchment area
- Line enlisting Data from different House Holds and manage the data accordingly
- Conduct project Baseline Survey for actual need base analysis
- Conduct awareness session for the community of catchment area regarding Mother and Childcare indicators.
- Arrange Camps at Catchment area and facilitate the Community in terms of Medicine and Vaccination
- Re Convinced religious refusals at Catchment area regarding Vaccine
- Arrange individual and group recorded sessions in community
- Distribution of IEC Material

Worked as a Team Leader with trust for vaccine and immunization under Mother and Child Care project Phase two (MCCP)24-march-2015 to 25-november-2015

Responsibilities

- Supervise Field team while Data Collection and instruct them as per Protocols
- conduct individual and group sessions in community
- collect information from different households and maintain the quality of data
- arrange meetings with focal person of community
- Responsible to Liaison with CHWS,LHWS,LHVS and FCVS Responsible to cover refusals through mobile camps and fix camps
- Resolve issues/refusals related to data collection
- Monitoring during data collection and social mobilization for quality assurance.
- To ensure the errors identify by desk editors are rectified by the teams.
- To handle day to day field related matters

Worked as Data Collector and desk editor with Aga Khan University Hospital and Aman Foundation in 'SUKH" Project 25 Nov-2014 to 25 Jan 2015

Responsibilities

- collect information from different households
- edit the data and maintain the quality data
- submit the data to the supervisor

Worked as a Enumerator and with Voice Tel Tech in "Impact Assessment survey"Project August 2014 to 30 august 2014

Responsibilities

- collect information from different households
- Compile the data and submission to supervisor
- distribution of IEC material
- arrange community mobilization sessions
- to collect blood samples
- facilitate the Community in terms of Medicine and Vaccination through fix and mobile camps

WORK EXPERIENCE

Worked as Measurer and enumerator with Bureau of Statistics Planning and Development of Sindh and UNICEF in "Multiple Indicator Cluster project" (MICS) Jan2011

Responsibilities

- collect information from different households
- to measure height and weight of children ,testing of arsenic in water through comical process
- to collect the water samples
- monitor the water sample and keep documentation

Worked as a social worker with Child Welfare Training Institute 2010 to 2011

Responsibilities

- To arrange seminars and meeting with provided NGOs heads
- To prepare the daily report activity.
- Create brochures and pamphlets

Worked as a Caseworker in Jinnah Hospital in Child Health Care Institute Jan2012to July 2012

Responsibilities

- to obtain the information about the diseases of patients
- Write the case studies and Maintain the case studies on daily bases
- Follow ups according to their case
- Visit the different wards of patients
- Provides assistance from social welfare officer
- Arrange meetings with social welfare officer