

Muhammad Shahid Rafiq
S/O
Muhammad Rafiq Shakir

Personal Information:

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Postal Address:	House No 281/89, Street No 15, Gulberg Colony Masoom Shah Road, Multan
NIC No :	36302-3523497-9
Date Of Birth:	December 07, 1991
Domicile :	Multan (Punjab)

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.


Academic Profile:

Level	Degree	Year	CGPA/Division	Board/University
Masters	Accounting/Finance	2014-17	2.6/4	Bahauddin Zakariya University, Multan
Graduation	B.Com	2014	2 nd	BZU Multan
Intermediate	I.Com	2011	1 st	B.I.S.E Multan
Matriculation	Science	2009	1 st	B.I.S.E Multan


Professional Course:



Level	Degree	Year	Board/University/Institute
Computer Course	Ms Office	2016	Government Willayat Hussian College, Multan

PROFESSIONAL EXPERIENCE


Position Title	Resource Person
Duration:	01st December, 2020 To 31st December, 2022
Employer	Strengthening Participatory Organization  ادارہ استحکام مشارکتی ترقی
Project	Aawaz II by British Council Pakistan
Responsibilities	<ul style="list-style-type: none">• Coordinate and established linkages with the concerned District Departments, Community stakeholders and political activist.• Organize trainings dialogues and discussions with the support and engagement of community facilitators, on the topics of Gender Based Violence-GBV, Gender equality, Women rights, Child Labor, Early and Forced Marriage, Minority Rights, Transgender rights and Person with disabilities.• Datasheet prepared and Data ensure on Management Information System(MIS)and Excel Sheets• Collect and maintain data of the beneficiaries and visitors who are getting benefits from the established Aawaz Agahi Centre (AAC).• Prepare reports of program activities and submit them to the supervisor• Data entered in Excel sheet and Management Information System(MIS).• Maintain and Monitor proper tagging from Office assets and stationary like Chairs, Table, Laptop and Mobile devices.• Maintain hard and soft data proper for long-term.• Verification training and Awareness session bills, travelling allowance, log book, timesheets and leave applications•

Position Title	Surveyor
Duration:	13th September,2017 to 31th June,2018
Employer	Government of Punjab

Project	<p style="text-align: center;">Provincial Disaster Management Authority(PDMA)</p> 
Responsibilities	<ul style="list-style-type: none"> • Collecting data from urban and rural areas flooded areas. • Android base survey. • Identification of flooded area In Multan, Shujabad and jalalpur and district Rajanpur • Objectives of Collecting data for Kisaan package, Watan Card • Working closely with different governments departments 1122 • Reporting and data entry on daily basis. • Getting Qualitative and Quantitative data • Verification calls to community from PDMA. • Managed field team for proper uniform and maintain tablet. • Coordination with community stakeholders. • Daily reports to District Disaster Management Coordinator(DDMC)

Position Title	Field Supervisor
Duration:	11 February,2019 To 25 June, 2019
Employer	<p style="text-align: center;">National Institute of Population Studies(NIPS)</p> 
Project	PMMS(2018-2019) Maternal Mortality Survey
Responsibilities	<ul style="list-style-type: none"> • Worked as a Field Supervisor in Lahore, Pakpattan, Okara and Azad Jammu Kashmir (AJK). • Collecting Data from Urban and Rural areas for Verbal Autopsy. • 04 Female Enumerators and 01 Male Field Supervisor. • Find and collect data of Women's Death by Pregnancy and their disease during death. 

Position Title	Field Monitor
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Duration:	1st December,2019 To 20 March,2020
Employer	Sustainable Development Policy Institute(SDPI) 
Project	National Socio Economic Registry(NSER)
Responsibilities	<ul style="list-style-type: none"> • Coordinates with the entire field staff, Regional Coordinators, Community Mobilizers, and Field officers regarding project matters and keeps the Project Manager. • Spot check, Process Monitoring, Back checking • Conduct regular field visit as per travel plan • Getting Qualitative data from field • Coordination with community and Government stakeholders • Ensure all HH will be surveyed as well with quality data

Publications:

- “Harassment as a disempowering factor for youth at workplace” official publish in “1st National Conference on Emerging Trends and Challenges in Social Science.

Additional Skills:

- Operating Systems Microsoft Windows XP (All versions) and Windows 7, 8 & 10
- MS Office (Excel, Word)
- Management Information System (MIS)
- Management Field Teams for Data collection
- Data Entry in Excel sheet
- Liaisoning and Coordination with Government stakeholders
- Field work at community level
- Management in training and all level in villages.

Reference:

Will be provided on request