Curriculum Vitae

Samia Karamat

**Address:**

H # 02, St # 03 Sanat Pura near Dhobi Ghat Faisalabad

## Email : samiakaramat75@gmail.com

Contact:+92 304 6770787

## Pen picture:

Having M.Phil degree in Sociology from Governemnt Colage University Faisalabad with major subjects Research, Gender and Community Development in 2017.I have 7 years plus experience in different subjects of society including office work, management policies and actively participaton in field work. Throughout my carrier I conducted, designed and implemented different research studies and surveys. I have the ability to motivate and convince people about the targeted phenemona. I have managing skills and can prepeare the people for any task. Through my career, I learned how to work for uplifting and development of marginalized communities through participatory approach.

I have great experience to train people at any agenda. I am confident about my motivational skills that I can train people according to the requirment and policy of organization.

## Carrier Objective:

I would dedicate myself towards the achievement of company’s objectives while being a part of it and would carry out my duties responsibility, to the entire satisfactions of my superiors, while maintaining excellent interpersonal relationships with my fellow workers.

## Employment Record/Experience:

**1-Designation:** Training Officer

**Department/Organization**: Mojaz Foundation (AWAZ-II Project)

**Duration:** 10 Sep 2021-30 Dec 2022.

**District:** Faisalabad

Aawaz II was a Foreign, Commonwealth and Development Office FCDO funded Programme in Pakistan, managed by the British Council which works with local communities in Khyber Pakhtunkhwa and Punjab provinces to promote the rights of children, women, youth, and other marginalized and vulnerable groups, to strengthen their control over their own development.

### Responsibilities:

* Develop project/activity reports and submit to PMU
* Data Management.
* Coordination with field team.
* Capacity building trainings of volunteers/ACAs.
* Capacity building training of VF/DF members
* Support field staff to plan meetings with duty bearers
* Support to establish District Forum through engagement of public and private stakeholders
* Support field staff to establish village forums with targeted and relevant local stakeholders
* Coordination with DF/VF/ACAs to strengthening Awaz structures
* Support field team to develop community engagement plans for behavior change
* Support field staff in planning and implementation of Project activities at the district & tehsil level
* Assure delivery of key activities to achieve targets as per the scope of work

**2-Designation:** Retail Service Executive (RSE)

**Department/Organization**: Retail department TCS Private Limited

**Duration:** Dec 2019 – Sep 2021

District:Faisalabad

**3-Designation:** Social Organizer

 **Department/Organization**: MOJAZ Foundation Pakistan (Plan International/Water aid Pakistan)

A Project To ,Improve water, sanitation, and Hygiene (WASH) Services to Reduce WASH Born Diseases Especially Diarrhea through Integrated Programming and Achieving ODF Environment in District Faisalabad.

**Duration:** July 2018 to 30 Sep 2019

**District:** Faisalabad

### Responsibilities:

* Capacity Building Training of Community Resource Persons (CRPs) at local level.
* Mobilize community and VWC to ODF free environment
* Formations of School WASH Club in Government Schools.
* Mobilize people for Formation of Village WASH Committee at village level.
* Capacity Building Training of Village WASH Committee at village level.

**4- Designation:** Action Consulting Company (Trainer)

**Department/Organization**: Directorate of Women Development Department

**Duration:** 1 Year (2018)

**District:** Faisalabad

### Responsibilities:

* Trained women lady counselor about women rights.
* Detailed session about women business and ensured that Government and Akhwat would provide loan facility without markup (50,000 to 200,000)
* Discussion about toll free helpline (1043) about women rights and harassment matter.
* Detailed session to lady counselor about women protection in practical life.
* How they support marginalized and deserving women.

**5- Designation**: Supervisor

**Department/Organization**: National Socio Economic Registry (BISP) under second consultancy organization Faisalabad District.

**Duration:** 1 Year (2017)

**District:** Faisalabad

### Responsibilities:

* Survey and research work
* Collect information from people through observation, interviews, or surveys.
* Collect information through recommended format.
* Supervise against collecting accurate information about, venerable poor or above poverty line.
* Mobilize communities for taking self-help base initiatives for the development of their areas.
* Collecting information regarding existing situation of the areas
* Mobilize communities for taking self-help base initiatives for the development of their areas.

**6. Designation:** Lecturer (Visiting)

**Department/Organization:** Government Collage University Faisalabad

**Duration: 2** Years’ (Nov 2015 to Mar 2017)

**District:** Faisalabad

**7. Designation:** Field Supervisor

**Department/Organization:** Child Care Foundation (CCF)

**Duration: 2** Years’ (Feb 2015 to Apr 2016)

**District:** Faisalabad

### Responsibilities:

* Support, plan, and coordinate operations for single or multiple surveys.
* Collaborate with other researchers in the planning, implementation, and evaluation of surveys.
* Collaborate on research activities with scientists or technical specialists.
* Co-ordination with colleagues for timely achievement task.
* Direct and review the work of staff members, including survey support staff and interviewers who gather survey data.
* Prepare and present summaries and analyses of collected data, including tables, graphs, and fact sheets that describe survey techniques and results.
* Prepare scientific or technical reports or presentations.

## Professional Skills:

* Conduct research studies and surveys.
* Data Analysis and Presentation.
* Effective Communication
* Social Mobilization
* Team management & Capacity Building
* Development of Target Plans
* Conflict Management

## Computer Skills:

I have six month diploma DCA (Diploma in Computer Applications) having the knowledge of MS PowerPoint, MS Word, MS Excel, MS Access and SPSS (Statistical Packages for Social Sciences).

**References:**

Reference will be provide on demand.