

Aziz Fatima

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Present residential address : Kachi road noor colony QaziabadHaripur , Khyber Pakhtunkhwa

Career Goal

“Contribute a remarkable part in improving quality of life of underprivileged communities especially women & children in Pakistan”

Professional Experience

Organization:Pakistani hosla mand khawateen network

Designation:Master trainer

Duration:Nov 2016 to Apr 2017

- Targeted the disable persons and group formation
- Facilitate to disable persons and training of skill
- Aware the people with disabilities self help group
- Linked up with different markets

Training of food processing of PWD,s .we make a Pickle of different vegetables,tomato ketchup,guava syrup ,muraba ,apple and orange jam.

Organization: World Health Organization

Designation:Enumerator

Duration: june 2015 to june 2016

Project Title

- Household Survey of Catchment Areas of Primary Health Facilities In Islamabad Capital Territory

Organization: The Communicators Pvt Limited (Interactive Radio Instruction Program)

Designation: Education Officer

Duration: December 2014 to May 2015

Key responsibilities include:

- TO provide technical support to Broad Class teacher and School systems

- Organized and facilitate teachers training on teaching methodology for Broad Class
- Monitor and observed the classroom during the program of Broad Class
- Conduct & facilitate PTC & Community meeting for the engagement of community in Classroom
- Monthly field planning and Daily reporting of activities to program head regularly
- Engaged in Baseline, Formative and impact assessment for measuring the program impacts
- Develop and engaged in linkages development for advocating the school issues with Education Department and coordination

Organization: NIDA Pakistan

Designation: Field Officer at Shangla

Duration: July 2013 to July 2014

Key responsibilities include:

- To develop the organization's understanding of the link between vulnerability to disasters, Climate change, livelihoods and development. In particular understanding the effects of climate change on poor disaster prone communities and translating this theory into Practical action on the ground.
- To take a lead role in identifying humanitarian and development projects that are linked to climate change and other risks
- To provide technical support to staff and partners to help poor at risk communities find practical solutions for tackling the effects of climate change and natural hazards through community level adaptation and mitigation activities
- To promote the integration of Risk Reduction into both humanitarian and development work
- Conduct initial sector-specific assessments and make technical recommendations for appropriate activities, both for initial disaster response phase, early recovery and for longer-term disaster risk reduction or rebuilding of livelihoods.
- At the field level, provide assessments of the agricultural & livelihoods situation as it relates to food security and nutrition. Be able to assess seed needs and the parameters of the problem, whether acute or chronic, and make recommendations to the NIDA Pakistan ERT and to headquarters on how to best respond to those needs programmatically.
- Actively represent NIDA Pakistan in food security, agriculture, and livelihood sector/cluster discussions and activities, serve as an NIDA Pakistan agriculture and food security sector resource person, and display technical and organizational leadership in sectorial activity commensurate with the role as a primary resource person for agriculture and food security on the NIDA Pakistan Emergency Response Team.
- Assist in development of, or provide technical review for, emergency response concept notes/proposals to be submitted by NIDA Pakistan to ensure that proposed activities and programs align with best practice in the food security sector. As appropriate, apply new & innovative developments in the agriculture and food security sector to NIDA Pakistan programming.
- If appropriate during the response, provide technical support to assist in the development of disaster risk reduction programs that mitigate the effects of disasters on populations and

communities; identify disaster mitigation measures, where appropriate, that could be linked to disaster response activities.

- If required, lead the process of national staff recruitment in close collaboration with NFS, HR and train the newly hired staff.

Organization: PHKN

Designation: Social Organizer

Duration: November 2012 to July 2013

Key responsibilities include:

- Identify contact persons in villages/UCs and carry out dialogues as well as arrange meetings for the Community Development Specialist and Community Development Officer.
- Mobilize and get willingness and support of the local communities for participating and becoming part of the Project funded interventions,
- Introduce the project, its objective and CDD approach amongst the local communities with a primary focus on of same on the poorest of the poor and disadvantaged groups,
- Prepare Village profiles by collecting data on village statistics particularly on their population and its division into well-off/ well to do/ and poor or poorest.
- Assist and facilitate the local communities in their needs identification and prioritization for the individuals, groups and communities needs at large for poverty alleviation.
- Design and implement through CBOs/EIGs/CEIGs all social and economic development packages, as a result of the needs identified and feasibility under taken.
- Train the office bearers of community groups in record keeping, including agenda preparation, holding meetings and recording financial transactions, like savings, credit and PI expenditure, etc.
- Facilitate and assist local community groups in raising savings by each member on fixed day/date and time of meetings; consensus development for problem solving, selection of representative for extension training; assess and plan credit requirements for agricultural and other inputs in general body meetings and ensures repayment as a collective entity.
- Take into confidence local elite's, scholars and local administration before launching the program and during the implementation of the project activities.
- Establish linkages within the CBOs and with local NGOs, Government departments for different and comprehensive village development activities.

Organization: Sungi Development Foundation

Designation: Volunteer

Duration: August 2012 to December 2012

Key responsibilities include:

- Member of Constituency Relation Group
- Participated in Data Collection for Governance Monitoring Forms
- Support in arrangement of Activities and seminar
- Involved & Conducted Survey & Research for the identification of Potential area for CNIC preparation
- Conducted Social Mobilization Sessions for CNIC Preparation & Voter Registration

- Participated in Advocacy Campaign & training as co-facilitator in Advocacy skill development.
- Conducted Focused Group Discussion on Process enforcement of implementation of policies
- Organized Excluded class meeting
- Involved meeting with MNA & MPA

Organization: HaripurThalassaemia Care & Prevention Center

Designation: Field Coordinator

Duration: May 2012 to august

Key responsibilities include:

- Coordinate and facilitate participatory planning process to identify and plan for social mobilization, organization and identification of potentials people and area for Fund Raising,
- Organize social mobilization session using PRA methodology
- Organize seminars for general public; develop Groups, teachers associations/networks for carry out advocacy and lobbying for Cause of Thalassaemia.
- Liaison closely with partner NGOs, Govt. Line Agencies, CBOs, parents service providers for planning and implementation of different activities in the social mobilization sector,

Organization:

NCHD

Organization:

NGO

Designation:

Supervisor

Duration

March 2011 to September 2011

- Social Mobilization for the literacy program
- Identification of learners and teachers
- Training of Literacy Teachers for all books (I,II,III & Math's)
- Coordination with the EDOs/ DOs Literacy
- Conduct 100% Baseline assessment and final assessment of literacy centers and submit report
- Monitoring of literacy Centers, at least Six times in the life of a literacy center

Other Experience

- As an enumerator with Research And Development Solutions for 1 month in Household survey in Islamabad on polio vaccinations' behavior and change 20th feb 2018- 20th march 2018.
- Field survey as an enumerator with smiotic consultant 12 days on enterprise and tourism in galiyat 15April to 25april 2018

- 10 days survey with Glow consultant on education 4th may 2018 to 23 may 2018.
- Field survey as Local area Supervisor Haripur South with National Commission for Human Development.
- Three months experience of SDV(Sustainable development vision)
- Four days training workshop on the role of active citizen organized by sungi development foundation in collaboration with BC and FAFEN and worked on Education institution monitoring. From 8th March,2012 – 11th March ,2012
- As interviewer with save the children for client exit interview survey held at Haripur.
- Project name: Family Planning and post abortion care. From 27th June, 2012-30th June 2012.
- As an enumerator with Creative Consultants for 1 month in HouseHold Survey in AJK for collection of Data on economic condition of women in the targeted area.
- As an enumerator with Social Policy and Development Center Survey for a month in the “ Socio-Economic Condition of Women Headed Household families in Pakistan” in District Mansehra, Haripur and Abbottabad
- Field Survey with population council earthquake affected areas 21stDec2005 to 28th Feb2006
- Field survey in Haripur(HouseHold Data Collection)with Pakistani HoslamandKhwateen Network 1 nov2012 to 30th 2012.
- 15 days 8thsep to22 sep survey with Research and Development Solutions(pvt)Ltd is conducting a research study on behalf of the GIZ.The SRHR KAP study will include interviews in Haripur district for gathering information about social and personal health related behaviors and attitudes of the community.
- 2 days family planning training with Behtar Zindagi Center by Mari stoops Society.

- 3 days training workshop with (S.P.O) Strengthening Participatory Organization for PO's Gender Equity Program
- 5 days training Youth Capacity Building for Mediation and Dialogue with Paiman
- Training of self-health group (S.H.G's) on P.W.D rights as per UNCRPD with U.S aid
- 5 days Training on Anti Sexual Harassment Legislation with Mehergarh:A center of learning
- 1 day training with U.S aid Pak women, on Citizen Voice for Effective Legislative Governance.

Education

Degree: M.A urdu - (2006-2008)

From: Hazara University

Degree: HSSC (2003-2005)

From: BISE Abbottabad

Professional Skills & Abilities

- Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Excellent communication in English, Urdu and Hindko
- Report writing
- Strong interpersonal and analytical skills
- Ability to apply participatory approaches to project management

Professional Trainings Received

Title: Attended 4 Days Active Citizen Program Training organized by Sungi Development Foundation in Collaboration with FAFEN & British Council on the role of Active Citizen, Project Planning, Implementation, Social Action Project identification, Monitoring and Assessment. Two months training of handy craft from norash handy craft center KTS.

- Jute work,mirror arrangement, pot making, foamic sheet work,jewelry making, bangles making.
- 5 days training of food processing from TARNAB research centre.
- 5 days training of poultry farming from TARNAB research centre.
- 5 days training of organic composed fertilizer from TARNAB research centre.
- 5 days training of kitchen gardening from TARNAB research center.
- 2 days training of oyster mushroom cultivation.

7 Days training of enterprise and project plaining in IOBM Karachi from GEP (Aurat Foundation).

Computer Skills:

Full command on operating system (Window Xp,Vista,Gold XP)MS Word,MsExcel,MSpowerpoint,MS Access, Internet Literacy

Presentation Skills:

- Good presentation skill.
- Good communication skill in English (both verbal & written), & Urdu.Pushato

Co-curricular Activities:

- Best player of college in Badminton
- Active Participant in co-curricular activities

Personal Attributes:

- Highly motivated, creative and versatile.
- Good communication skills and correlate well with people of all levels.
- Extremely enthusiastic and skilled at building effective and productive relationship with co-workers.
- Professional in appearance and good team player.

Languages:

English, Urdu, Punjabi, Hindko, Pashto.

Reference:

Available on request: