

# Hunain Sheikh

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## EDUCATION

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**National Defence University, Islamabad**  
Bachelor of Science: *Government, Public Policy*

Graduated: February 2023,  
GPA **3.5** /4.00  
Top 5% of graduating class

## RESEARCH

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**Comparative Analysis of General Elections Cycles 2008,13,18:** Examined and correlated the general election results and turnover trends to chart the trend of voter turnout with national democratic awareness campaigns. Findings were presented to House of Federation-Senate of Pakistan. (2022)

## PROFESSIONAL EXPERIENCE

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**PHC Global** | *Research Associate – Islamabad*

April 2023 – Present

- Function: Responsible for Digital Technology and Data Analytics. This includes preparing proposals for submission to granting agencies.
- Drafted project proposals for development interventions for the organization.
- Supervised and monitored field activities to ensure compliance with established protocols.
- Conducted domiciliary visits, collected data, and analyzed results to identify trends and patterns.
- Maintained necessary records, including project data, program statistics, and management information.
- Created and sustained liaison with community leaders to promote program awareness and facilitate collaboration.

**House of Federation- Senate of Pakistan** | *Research Assistantship – Islamabad*

January 2022 – April 2022

- Conducted extensive research on Senate archives pertaining to House business committees.
- Drafted and edited bills and motions for presentation at committee hearings.
- Assisted Principal Secretary to the Deputy Chairman with administrative tasks.
- Managed and organized all paperwork and documents, including confidential records, for the department ensuring their timely and accurate retrieval and storage in compliance with company policies and regulations.
- Coordinated with other departments to ensure smooth workflow and timely completion of tasks.
- Maintained confidentiality and handled sensitive information with discretion.
- Provided excellent service to internal and external stakeholders. ~**35 hrs/week**

**World Health Organization, Pakistan** | *APW Emergency Contract – Islamabad*

May 2021 – November 2021

- Managed the Mass Vaccination Center in Islamabad, administering approximately 25,000 vaccinations daily as part of the NHS vaccination support staff.
- Trained Data Entry Operators on managing the Management Information System for vaccination records.
- Resolved grievances and engaged with thousands of vaccine recipients daily.
- Organized and managed multiple Vaccination Outreach mobile camps in public/private universities and offices.
- Presented daily progress updates and coordinated with Provincial Focal Person for Vaccination, Dr. Shumyle Mukhtar, MPH.
- Worked consistently for 75-80 hours per week to accomplish tasks efficiently and effectively.

**District Health Office** | *Volunteer Intern – Islamabad*

March 2021 – April 2021

- Conducted data collection calls from the COVID-19 Response Center call center.
- Consistently made an average of 175 daily calls to patients infected with the virus, providing critical support and guidance during their recovery process.
- Assisted in contact tracing during the peak third wave of the pandemic.
- Compiled daily excel data and created charts to track the spread and chains of infections and recoveries.
- Analyzed the daily spread and chains of infections and recoveries to identify trends and patterns.
- Presented findings to immediate supervisor, Dr. Basharat Ullah Baig, Deputy Director, Federal Dir. of Immunization.
- Worked diligently for approximately 70 hours per week to ensure timely completion of tasks.

## LEADERSHIP & ACTIVITIES

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**Teach For Pakistan** | *Campus Leader*

November 2022 – April 2023

- Coordinated with organization leaders to plan and execute successful recruitment drives, resulting in increased membership and engagement.
- Advocated as the first campus leader from my university selected from a pool of 42 candidates, currently signed up nearly 75 potential fellows out of nearly 300 seniors.

**NDU Student Council** | *Secretary General*

May 2019 – August 2020

- Served as the first general secretary of the student body, responsible for leading and managing various student activities and initiatives.
- Coordinated and Organized the National Harmony Workshop 2019, where 20 fellows nationally from different universities were engaged in a two-week long security and policy workshop at the NDU.

**VOLUNTEER WORK****Bulandi Community Development Club** | *Co-Founder – NDU*

January 2021 – March 2021

- Initiated an online platform for university students to engage in episodic podcasts during the pandemic as a community service project, Instagram: @bulandi.cdc
- Arranged study circles during the pandemic period to keep students connected to socializing and studying together during the testing times.

**United Nations Information Center** | *Student Volunteer – Isb*

June 2019, November 2019 – December 2019

- Volunteered in the 5th Human Rights Reel Festival partnered with the European Union and the diplomatic missions of various countries.
- teamed up with the United Nations, Pakistan for the World Environment Day'19 video with the theme to #BeatAirPollution for a sustainable Pakistan.

**Progressive Youth Movement** | *Volunteer – Muzaffarabad, AJK*

February 2018 – December 2018

- Lobbied for the right to free and compulsory education in the AJK interim constitution Article 25-A.
- We ended up presenting our requisition to the Legislative Assembly of Govt. of Azad Jammu & Kashmir.

**HONORS & AWARDS****Deputy Presidents Meritorious Achievement Award** | *National Defence University*

September 2021

- **First student** to receive the award from the Deputy President R. Adm. Zain Zulfiqar for the fight against COVID-19 through vaccination campaign I had arranged at my university vaccinating ~6,000 individuals on campus (residents, visitors and students collectively).

**Testimonial - Ministry of National Health Services Pakistan** | *affiliated with WHO*

September 2021

- Testimonial provided by the Ministry supervisor Dr. Basharat Ullah Baig for my efforts during the COVID-19 vaccination campaign as per my “professional acumen and recommendation for highly demanding working conditions.

**Concours de la Francophonie** | *Alliance Francais' d'Islamabad.*

April 2021

- Participated in the “competition of the francophones” while studying French at the Alliance Francais d'Islamabad sponsored by the Canadian High Commission and the Ambassade de France au Pakistan.
- 1 of 5 awarded, “since the quality of participation was "méritante"”

**ADDITIONAL INFORMATION****Languages:** Urdu & English (Bilingual) | Pahari | Punjabi | French-A2**Skills:** Microsoft Project | SPSS | MS Excel | Adobe Premiere Pro | Public Speaking.**Certifications:** [Introduction to American Law](#) (UPenn Online) | Humanitarian System in Emergencies Preparedness and Response (UNICEF, 2021) | Designing Multi-Dimensional Poverty Index (OPHI, online).**Interests:** Blogging | Colonial History | Social Entrepreneurship | International Politics | AP Government | Comparative Public Policy and Project Management | French Language**Websites:** [Linkedin.com/in/hunainsheikh](https://www.linkedin.com/in/hunainsheikh) | [Portfolio avec blog](#)