**Curriculum Vitae Farhan Raza**

Domicile: Swat, KP

Cell: +92-314-9818407

Email: [**razafarhan647@gmail.com**](mailto:razafarhan647@gmail.com)

Postal: Village and Post Office Madyan Swat

**SUMMARY**

As a Development Sector Professional, I am actively seeking a dynamic position in the social sector. My goal is to leverage my experience, abilities, and skills to make a meaningful contribution to a company or organization while upholding values such as discipline, honesty, punctuality, responsibility, and fostering strong interpersonal relationships.

With a results-oriented approach, I have a proven track record in providing comprehensive administrative support to ensure the successful completion of projects. I excel in effectively disseminating project information to relevant stakeholders, monitoring project progress, developing and maintaining project deliverables, and accurately inputting and managing data within databases.

Furthermore, my expertise extends to community mobilization, monitoring and evaluation, field research, capacity building, and the planning and implementation of welfare and community-based projects. I have consistently demonstrated my commitment to enhancing the well-being of communities through impactful initiatives.

Now, I am actively seeking a position within a challenging environment that promotes both organizational and personal development. I am eager to contribute my skills and passion to an organization that values innovation, collaboration, and the pursuit of social impact.

**KEY SKILLS**

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|  | * Interpersonal / Cross-Cultural and analytical skills. * Implement different tools of data collection and analysis. * Project planning, evaluation, assessment, and quality assurance. * Leadership skills and knowledge of rural development policies and strategies. * Build a network of supporters and advocates in the local business community and allied. * Organize and execute events such as training, meetups, and other community-related activities for accomplishing a project. * Monitoring and Evaluation.   **Computer skills:** Microsoft Office, SPSS, and Statistical package for social sciences.  **Language:** Fluent in English, Urdu, Pashtu (Oral and Written) |

**EDUCATION**

## The University of Agriculture Peshawar, PAKISTAN

M.Sc. (Hons) in Agriculture (Rural Sociology) **May 2016**

## The University of Agriculture Peshawar, PAKISTAN

B.Sc. (Hons) in Agriculture (Rural Sociology) **February 2014**

**WORK EXPERIENCE**

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|  | **UN-IOM**  Project Assistant **August-2022-May 2023**  **Summary:**  As a dedicated Project Assistant, I actively contributed to a partnership with UN-IOM aimed at providing refugees with essential health and education services while fostering social cohesion within host communities. Additionally, I supported Afghan migrants by collecting valuable data and facilitating their integration process. In an administrative capacity, I efficiently prepared reports, performed accurate data entry, managed meeting schedules, and maintained organized filing systems. My proactive approach allowed me to closely monitor project activities and diligently follow up on tasks to ensure their successful completion.  **Responsibilities:**  • Collaborated with the UN-IOM to enhance access to health and education services for refugees, foster social cohesion between refugees and host communities, and support refugees in enhancing their livelihoods.  • Collected data from Afghan migrants and facilitated their integration process.  • Executed a range of office administration tasks, including report preparation, data entry, meeting scheduling, and general filing.  • Monitored project activities and diligently followed up on tasks.  **BUREAU OF STATISTICS KPK**  **Field Supervisor January-2022-June 2022**  **Summary:**  As a diligent Field Supervisor, I played a crucial role in facilitating the training of enumerators, equipping them with effective interviewing techniques. I provided consistent supervision and support to the field team, ensuring their operations ran smoothly. Acting as a liaison, I established strong communication between public officials, field staff, and the BOS office, fostering a collaborative work environment. Throughout the implementation of activities, I offered guidance and assistance to the team, ensuring the successful execution of initiatives. By identifying target villages and communities in line with the project plan, I contributed to effective targeting strategies. I closely monitored progress and maintained a focus on achieving goals within the provided time frame. Finally, I prepared detailed field reports to provide valuable insights and documentation of the project's progress.  **Responsibilities:**  • Facilitated training sessions for enumerators to enhance their interviewing techniques.  • Supervised and provided assistance to the field team throughout their operations.  • Established and maintained effective communication channels between public officials, field staff, and the BOS office.  • Provided ongoing support to the team during the implementation of activities in the field.  • Identified target villages and communities in alignment with the established plan.  • Monitored progress towards targets and ensured timely achievement of goals.  • Compiled comprehensive field reports.  **HELVETAS PAKISTAN**  **Program Assistant January-2021-December 2021**  **Summary:**  As a Program Assistant with HELVETAS PAKISTAN, I played a vital role in the livelihoods program. Working closely with the project manager, I actively participated in various tasks, such as baseline studies, livelihood framework analysis, and implementation of livelihood activities. During baseline studies, I was involved in developing questionnaires, conducting field studies, and analyzing data, ultimately producing comprehensive reports. Additionally, I contributed to the livelihood framework analysis by assisting in the development of tools and conducting assessments through focused group discussions. Finally, I provided support in implementing livelihood activities, which included facilitating skill training sessions, promoting value chain development, and advocating for the adoption of best farming practices.  **Responsibilities:**  • Assisted the project manager in conducting baseline studies, including the development of questionnaires for individual interviews, key informant interviews, and focused group discussions.  • Actively participated in field studies, gathering data, and conducting interviews.  • Analyzed data collected during baseline studies and prepared comprehensive reports.  • Supported in conducting livelihood framework analysis, which involved household typology, tools development, and assessing the entire livelihood framework of specific groups/types of households. This assessment covered aspects such as resources, relationships, access, opportunities, potentials, constraints, and power dynamics.  • Contributed to the implementation of livelihood activities, including skill training, value chain development, and the promotion of best farming practices.  **Innovations for development empowerment & accessible services (ideas)**  **Project:** REVITALIZATION OF ECOLOGICAL AND AGRICULTURAL PRACTICES FOR SUSTAINABLE LIVELIHOOD IN UPPER SWAT  Social Organizer **February-2017-February 2020**  Madyan, Swat. Pakistan.  **Duties:**  Formation of CBO, organizing training, group discussion, and community meetings, Responsible for Pre and Post KAP surveys, and Recordkeeping and monitoring all field interventions as per project plan. Responsible for development of Weekly, Monthly and bi annual reports. |

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| Professional training and seminars |  | * Human resource management Internship program in the Alumni Association, The University of Agriculture Peshawar, Pakistan. July 2013 -June 2014. * Prime Minister Youth Training Scheme (PMYTS), National Internship Program at the University of Agriculture Peshawar. MAY-2016-ARIL-2017 * Participated in the Chart Competition on the World Water Day 2016 at The University of Agriculture Peshawar. 22nd March 2016 * Youth as Active citizens, training workshop at Dost welfare Foundation Peshawar by British council Pakistan. * Youth to Leaders, Training by Centre for Awareness, training, and Development. |

**References**

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| **Prof. Dr. Mussawar Shah**  Professor, (Chairman)  University of Agriculture Peshawar  [**Rural.sociologist@hotmail.com**](mailto:Rural.sociologist@hotmail.com)  **Fida Hussain**  Senior Project Officer (Program)  Islamic Relief Pakistan  [Hussain.fida@irp.org.pk](mailto:Hussain.fida@irp.org.pk) | **Muhammad Haleem**  Executive Director (IDEAS)  [**Ideas.kpk@gmail.com**](mailto:Ideas.kpk@gmail.com) |