**Abdul Hakeem**

**S/O MUHAMMAD ISMAIL**

**Address:** Flat No B2 1stFloor Agriculture Complex Hyderabad

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**Profile Summary**

*A motivated Professional level with educational background in information technology field. Aspiring to opportunities in information technology field within a high-profile organization that rewards hard work.*

* A trusted innovator resolves complex business operations by utilizing, teamwork, communication, and project engagement skills across all levels of staff, consumers, and key decision-make
* Proactive ability to work independently, and a desire to learn new skills and technologies; exceptional analytical skills, calm and composed in resolving issues.
* Highly effective communicator and team player with proven ability to build long-term relationships with internal and external customers by establishing a high level of confidence and trust.
* Excellent time management skills with recognized aptitude to accurately and quickly prioritize, coordinate tasks; resilient with a high level of personal integrity.

***---------------------------------------------* Areas of Expertise*----------------------------------------------***

•Data Entry •Mobilization•Strategic Planning •Process Analysis • Learning Documentation • Punctuality & Time-Keeping • Problem Solving • Communication Skills •Microsoft Office

**Education**

**Bachelor’s in Information Technology,** University of Sindh

**Intermediate,** Board of Intermediate Education Hyderabad

**Matriculation,** Board of Secondary Education Hyderabad

**Professional Experience**

**Community World Service Asia (CWSA)**

**Meal Assistant 26/apr/2023 TO 31/07/2023 Mirpurkhas**

**Data Collection and Management:**

Assist in the implementation of data collection tools and methodologies. Support the implementation of data collection activities, ensuring data is collected accurately and on time. Ensure the accuracy, completeness, and timeliness of data entry and management. Organize and maintain data files and databases, ensuring data confidentiality and integrity. Ensure adherence to ethical guidelines and principles in data collection, management, and reporting.

**Data Analysis and Reporting:**

Support to MEAL Officer to analyze collected data using appropriate statistical methods and software. Contribute to the preparation of monitoring reports, evaluation findings, and other project-related reports.

**Monitoring and Evaluation:**

Support the implementation of monitoring activities to track project progress against indicators and targets. Conduct regular field visit monitoring of project activities and progress against set targets and indicators. Participate in evaluation exercises, including baseline assessments, mid-term reviews, and end-of-project evaluations.

* Collaborate with program team members to identify lessons learned and best practices for continuous improvement.

**Reporting and Documentation:**

Assist in the regular field visits project areas monitor the project activities collect the data share report with MEAL officer. Help in the documentation of case studies, success stories, and lessons learned.Ensure that reporting requirements are met in a timely manner.

**Accountability and Learning:**

Support the implementation of accountability mechanisms, such as complaint and feedback mechanisms (CFM).Assist in the analysis of feedback and complaints received, proper update (CFM) log sheet.Support learning initiatives by documenting and disseminating lessons learned, best practices, and success stories.

**Capacity Building and Support:**

Provide orientation and guidance to project staff on CFM and MEAL concepts, tools, and processes. Support the implementation of capacity-building initiatives for data collection, analysis, and reporting. Offer technical assistance and support to ensure compliance with MEAL standards and practices.

**Compliance and Ethics:**

Comply with organizational policies, procedures, and regulations. Safeguard the confidentiality and privacy of sensitive data and information

**Rural Support Programmes Network**

**Community Health Mobilizer 1/Jan/2021 to 30/Apr2021 Hyderabad**

Collect required information about religious places (mosques, churches, Temples. Etc) schools’ teachers, markets, play grounds and other public gathering places, lady Health workers from the Union Councils, assigned to them.

Closely coordinate and engage with religious leaders appointed at religious places and seek their support for announcements from religious places to follow standard Operating procedures (SOPs) prevention against COVID-19.

Help visitors of religious places to understand the proper use of masks, social distancing and hand washing with soap

Conduct meetings with market committees on use of SOPs issued by National command and Operation center (NCOC) for market and shopkeepers. Visits, Shops, grocery stores, restaurant and mobilize visitors to use face masks and maintain social distancing

Carry out megaphone announcements in streets, bazars and public places of assigned Union.

Council and disseminate preventive messages on COVID-19 Conduct corner meetings with youth to help them to understand proper use of face masks and maintain social distancing.

Coordinate with local elected representatives, update them about progress of the project and seek their support for implementation of project activities.

Maintain record of project activities.

Provide data to district Project Officer for preparation of weekly project update.

Any other official task assigned by the supervisor.

**Secours Isamique France**

**Social Mobilizer,**  **19/Oct/2020 TO 18/Dec/2020 Jamshoro**

Ensured the community participation the project activities to reorganize village development committees (VDCs) male/female, also village mapping/profiling by different PRA tools BBCMs, conflict resolution wealth ranking etc.

Spearheaded field level beneficiary assessment and selection process. Partnered with community members to prioritize community needs and organized appropriate capacity building to support project implementation.

Directed community mobilization and oriented project and organizations mandate and for cash disbursement.

Generated reports also facilitated in conducting the awareness sessions & assessment of beneficiary in scope.

**Personal Details**

**Date of Birth:**4th Jan, 1995• **Languages Known:** English, Urdu, Sindhi and Balochi

**CNIC No:**41305-3747649-3•**Nationality:** Pakistani