Sana NAZ

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BCIK-036 NUSRAT COLONY KORANGI INDUSTRIAL AREA

03082833580

# Objective

To serve in your organization to prove my skills and education. Seeking a career with a progressive organization where an educational background and experience can be efficiently utilized and my abilities can be personal and professional growth.

# Personal bio Data

* Father name : Muhammad Hanif
* Cnic : 42201-5311200-0
* D.O.B : 3rd sep, 1998.
* Marital status : unmarried
* Domicile : Karachi (korangi East)

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **BOARD/UNIVERSITY** | **GRADE/DIVISION/CGPA** | **PASSING YEAR** |
| Mphil | University of Karachi | In process | In process |
| M.com | University of Karachi | 3.4 CGPA | 2021 |
| B.com | University of Karachi | 1st Division | 2018 |
| HSC (i.com) | Karachi Board | A grade | 2015 |
| SSC (sci) | Karachi Board | A grade | 2013 |

# Experience

**Monitoring & Evaluation Officer (Green star marketing)**

(Mar2023 to present)

**Pakistan Bureau of Statistics (SINDH CHILD LABOUR SURVEY)**  (Nov 2022 to Feb 2023)

**Observer/ Enumerator**

* Conducted interviews from “Labour/ school going” children of Sindh.
* Ensured active community support for the project activities and ownership.
* Reporting the progress on regular basis
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

**GREENSTAR HYSTRA**  (April/ 2022\_\_present)

**COMMUNITY HEALTH OFFICER (CHO)**

* Worked as a supervisor, managed sbs and other subordinates In the purpose of “Mother and child health” program wellma.
* Reported the progress on regular basis
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

**World health organization**  (Jan / 2022\_\_Present)

**Supervisor** (Polio eradication journey)

**APEX Consulting Pakistan**  (Mar / 2018 \_ Dec / 2021)

**Area Field Officer**

* To mobilized, organized and facilitated the enumerators for field activities.
* Online data sending, reporting and close coordination with senior management and stakeholders.
* Supervised on-site staff, monitoring performance and job completion.

**KBRT-TRANS KARACHI**  (4 / Oct / 2021 \_ 27 / Oct / 2021)

**Enumerator (stage-1)**

* Conducted data from vendors and business who lies between R.O.W
* Reporting the progress on regular basis
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

**Female community mobilizer and public consultant (stage-2)**

* Reporting the progress on regular basis
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

**Dream Foundation** (Sep / 2019 \_ Aug / 2021)

**PROJECT “NAI UMANG”**

**Female youth Enumerator**

* Conducted interviews from youth Family planning clients.
* Submitted daily work plan of assigned work.
* Reporting the progress on regular basis
* Perform other relevant duties as needed or requested.

**CHIP CONSULTANT PAKISTAN** (July 2021\_ Aug 2021)

**Data collector**

* Conducted data of **vaccination status of “0 to 24” months children.**
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

**NSER** (Jan/ 2019\_\_ Aug / 2019)

**Social Mobilizer**

* Selected communities according to project criteria & formation of organizations as per need
* Conducted meetings with community influential, social leaders and sensitize and aware mass population on local development issues being catered by the project and maintained records
* Mobilized the community through dialogue, awareness raising and using PRA/RRA tools to identify causes of local problems and their solutions.
* Ensured active community support for the project activities and ownership.
* Reporting the progress on regular basis
* Carried out other project related functional roles as requested and guided by Provincial Coordinator Program Officer.

# Professional skills & COURSES

* Ms.office 2016 from KOREAN COMPUTER ACADEMY (**SDC)**
* English language course from Domino language center.
* Community Development

# Personal skills

* Excellent IPC skills including patience, diplomacy, willingness to listen and respect for diversity, Capability to create strong partnerships among all program stakeholders
* Compassionate, empathetic and trustworthy
* Reporting and report writing
* Excellent organizational skills. High level of maturity, responsibility and accountability:
* Ability to work effectively in a fast paced, stressful environment.

# Interest

* Web surfing
* Research and report writing
* Attending workshop and seminars
* Social working
* Books reading
* Travelling

# Reference

**Dr. Asim Khan**

Senior M & E Officer at BMG Foundation in the project of wellma-Hystra (Green star).

* [asim03061@gmail.com](mailto:asim03061@gmail.com)
* 0323381858

**Sarah shaikh** Master trainer at W.H.O in the project of “Polio Eradication Journey”.

* [sheikhsarah1331@gmail.com](mailto:sheikhsarah1331@gmail.com)
* 03458945318

**Akmal Khan**

Resettlement officer at E.A consulting in the project of “KBRT-RED LINE” Karachi.

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