[Aisha Mangat]

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[House # AK-179 Sec # 6/D SHARIFABAD KORANGI INDUSTRIAL AREA Karachi]

**Professional Profile**

[To pursue an outstanding career in a dynamic organization as a team member with good communication skills and a sound working knowledge & Experience of Accounts, Finance, Export, Import, Bank Business , Exam invigilation, Admin & IT practice, ready, willing and able to play a hands-on role in a demanding environment]

## Key Skills

Interpersonal skills Perform better under pressure Understanding of consumer behavior Time Management Communication & Presentation Health & Safety Regulation

## **Experience**

**Senior Field Associate** From 15th Aug 2022 to 6th June, 2023

**Centre For Economic Research In Pakistan**

**Project: (Women on Wheels) Transport Financing & Gender Norms Project**

**Partners: Kashaf Foundation & Pink Riders Pakistan**

**Research Of PhD Students Stanford University U.S**

**Sarah Thompson, Natalya Rehman**

**Responsibilities:**

* Making phone calls and select the eligible participants.
* Briefing the participants about the Project Details.
* Recruitment
* Training Coordination make phone calls and confirm availability from the participants on whats app group and cellular network.
* **Conduct Survey Forms** Interest Form, Sign up Forms, Admission Forms, Guardian Forms,
* PreBaseline Form, Baseline Forms, Political Survey, Guardian Survey Enrolled Participants,

Guardian Survey Non Enrolled Participants, Police & Judiciary System Survey,Women rights survey,

Survey On Women Justice in Karachi, Women On wheels Exit Survey. End line Survey For Pilot Participants.

Data is recorded On Survey CTO using the provided electronic device.

Ensure that surveys/interviews are conducted in accordance with the guidelines and training manual.

* Monthly & Quarterly Performance meeting with Clients.
* Visiting field sites and maintaining observation logs of the participants, as instructed.
* Coordinating with the motorbike trainers, respondents, and Field Manager/Supervisors.
* Participate in the daily briefing as instructed by the Field Manager/Supervisor.
* Briefing the participants about the Project Details.
* Data Entry Record Keeping.
* Survey Recording and making reports sharing with clients through Email & we transfer.
* Traning Coordination.make phone calls and confirm availability from the participants on whats app group and cellular network.
* Making daily reports and share with the clients.

 **Field Researcher**

**GLOW Consultants Pakistan** from 1st Feb 2022 to 25th March, 2022

### Responsibilities:

* Meetings with Social workers, Steak holders in Community level.
* Conducting the FGDs, Key informant Interview, Listening sessions.
* Announcement in different area in community through mosque or Social workers & Schools
* Encourage interactive discussion about the concepts and skills presented.
* Conduct Awareness session for program assistance
* Mobilize community focal person, steak holders & Religious leaders
* Make sure Pan flex & Banners are pasted in right places in community areas
* Proper Guidance to community focal persons & satisfied regarding campaigns

**Field Monitor/Researcher**

**Riz Consulting Pakistan** from 10th Dec 2021 to 31st Jan, 2022

### Responsibilities:

* Selected & Predefine area Field working
* On job Training for Polio Teams (GCSS Application)
* Supervision & Evaluation of Clients for make sure their existence
* Monitoring of Polio team, Spot Checks within the Field
* Reporting to Immediate supervisor daily basis
* Identify clients by Using android application
* Online reporting of clients from directly to field.
* Get the GPS Coordination for actual location

 **Social Mobilizer** from 8th January 2021 to 30th April, 2021

**Rural Support Programmes Network**

**Pakistan (RSPN-COVID-19 DRBPM Project)**

**Responsibilities:**

* Collect required information about religious places (mosques, churches, temples etc) Schools & School Teachers.
* Closely Coordinate & engaged with religious leaders appointed at the religious places & seek their support
* Coordinate with local elected representatives & update them about Program.
* Carry out megaphone in street, bazaars & public places of assigned Union Councils.
* Conduct Corner meetings with Youth to help them to understand proper use of face mask & Social distances.
* Maintain record of Project activities.
* Provide data to District Project Officer for preparation of weekly project Updates

**Community Health Officer** from 10th December 2019 to 30th Oct 2020

**GreenStar Social Marketing Organization**

Responsibilities:

* Monitoring & Supervision of Community health workers
* Announcement in different area in community through mosque or Social workers & Volunteers
* Monthly, Quarterly & Annually base reporting to Management.
* Completed the assigned task QQT & followed the SOP’s by the field Staff.
* Awareness session for field staff as well new induction.
* Make sure field staff is working on their plans & coordination.
* Proper Guidance to Field staff which gathered from head office level.
* Advice & direction the field staff to ensure their achievements & targets assigned.

 **Social Mobilizer** from 1st November 2019 to 30th November 2019

**Typhoid Campaign Survey (TCV)**

**Mehran Development Organization**

Responsibilities:

* Meetings with Social workers, Steak holders in Community level.
* Announcement in different area in community through mosque or Social workers & Schools
* Encourage interactive discussion about the concepts and skills presented.
* Conduct Awareness session for program assistance
* Mobilize community focal person, steak holders & Religious leaders
* Make sure Pan flex & Banners are pasted in right places in community areas
* Proper Guidance to community focal persons & satisfied regarding campaigns

**Supervisor** from 11th December 2018 to 7th April 2019

**National Socio-Economic Registry (NSER BISP)**

**Sindh Rural Support Organization**

Responsibilities:

* Field Visits, Manage all team Positioning staff Like Enumerators, Social Mobilizer & Listers
* Meeting with Steak holders, Political Leaders, Influence Person in Community as well Religious leaders
* Weekly Meeting with entire staff for discussion on issues relate to work or Performance base.
* Monthly & Quarterly Performance meeting with senior Management at HO
* Discussion With IT Officers Regarding Android tablet & Application Issues
* Attended Awareness session of Programs conducted by Social Mobilizer
* Monitoring , Supervision & Back Checking of Staff
* Meets the Targets timeline with Quality, Quantity & Time Management ( QQT )

 **Internal Field Monitor**

**Apex Consulting Pakistan** from 1st Oct 2018 to 30th Sept 2021

### Responsibilities:

* Selected area Field working
* Monitoring of Clients in field level
* Supervision & Evaluation of Clients for make sure their existence
* Monitoring in Different area of Karachi where client exist
* Reporting to Immediate supervisor daily basis
* Identify clients by Using android application
* Online reporting of clients from directly to field.
* Get the GPS Coordination for actual location

 **Community Health Worker**

**Aman Foundation (Aman Health Care Services)** from 1st Dec 2016 to 30th September 2018

### Responsibilities:

* Selected area Field Work & Making Clients of Family Planning
* SUKH Family Planning Application Android Tablets
* Facilitate Clients to different government & private Health Care Centers
* Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
* Provide the information of Family Planning methods in Community bases Organization.
* Identifies staff development and training needs and ensures that training is obtained.
* Ensures proper labor relations and conditions of employment are maintained.
* Maintains records, prepares reports, and composes correspondence relative to the work.

**Short Term Assignments With Organizations****:**

1. Water Aid (Wash Project)
2. Pakistan Centre For Philanthropy (Data Collector)
3. Centre For Research & Security Studies (Strengthening Health Care System in Pakistan. (Field Researcher)
4. Pathfinder Pakistan (Field Researcher)
5. Research & Development Solutions (Facilitator)
6. Aurat Foundation Jamhooriyat Ba iktiyar Aurat (Pilot Phase) (Field Supervisor)
7. Sustainable Development Solutions (Field Researcher)
8. Navtec Pakistan Economical Survey (Data Collector)

## **Education**

| **Bachelor** | **2014** |
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Bachelor in Arts (Hons) from University of Karachi

| **Intermediate** | **2007** |
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Intermediate in Arts from Karachi Board

| **Matriculation**  | **2005** |
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Matriculation in Arts from Karachi Board

## **Trainings**

* **National Vocational & Technical Training Commission**
* **Tuberculosis Referral Training by CHS**
* **Researcher Training by Sustainable Development Foundation**
* **CG & PS Training Project of jamhooriat & bakhtiyar Aurat JAZBA SAPPK ( Aurat Foundation )**
* **Jhapiego VCAT training**

## Computer Skills

#### Efficient in having work done before the given deadlines.

* Planning & Scheduling Skills
* Proficient at using Microsoft Office. (Word, Excel and PowerPoint)
* Working Knowledge of CAD
* Fluent in Presentation and leading group to give most efficient output.
* Coordinating & Organizing Skill.