

ABDUL QAYYUM

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Education:

M.A. Sociology (2007-2009) CGPA 3.27/4

University of Gujrat

Personal Skills:

- Very strong “doer” mentality and ability to work in a team or independently.
- Understands the risks associated with travel and field work.
- Excellent verbal and written communication skill and good presentation skill.
- Ability to comfortably communicate with individuals from different socio-cultural and economic background.
- Strong skills in designing and implementing qualitative and quantitative research projects.
- Easy to adjust in every kind of environment.
- Proven leadership skill and ability to mobilize community to achieve the target.
- Proficient in using working in MS Office (MS Word, MS Excel, MS Power Point).

Work Experience				
Sr. No.	Organization	Designation	Duration	Major Responsibilities
01	Aurat Foundation/BISP	Area Coordinator	August, 2018 To Present	<ul style="list-style-type: none">▪ Area Coordinator will be responsible for three different phases of data collection process:<ul style="list-style-type: none">a) Preparation for data collection (Survey) in the field.b) Execution of survey.c) Social mobilization and communication activities.d) Completion of the survey.▪ Monitor the work of the targeting teams through regular field visits during data collection and conduct regular meeting regarding data collection issues.▪ Verify, all reports were correctly submitted and compare the total household and surveyed household.▪ Regular submission of union council level progress report.
02	FAFEN	Observer	July 25, 2018	<ul style="list-style-type: none">▪ Observed Election Day activities on different polling station.▪ Report to FAFEN▪ Got form 45 and form 46 on last polling station of observation.
03	Chip Training and Consulting/UNDP	District Monitor	May 2018 To July 2018	<ul style="list-style-type: none">▪ Monitored training sessions regarding General Election polling staff training.▪ Monitored 8-10 training sessions in a day.▪ Monitored Training contents as per manual given by CTC/UNDP.▪ Used ODK for reporting, after completion of monitoring day uploaded all forms and sent to CTC server.▪ Submitted monitoring reports on word formats through E-mail.
04	Chip Training and Consulting/ PPAF	Master Trainer	April 2017 to February 2018	<ul style="list-style-type: none">▪ Trained more than 1220 Executive Body's members on record keeping and self reporting of Local Support Organizations (LSOs) across the Pakistan.▪ Followed up telephonically for record keeping and self reporting to ensure LSOs submitted their reports.▪ Field Verification of randomly selected LSOs to audit their activities. .
05	Tele Taleem /TCF	Field Supervisor	December 2016 to February 2017	<ul style="list-style-type: none">▪ Visited City Foundation Schools (Punjab and AJ&K) and conducted exams of 5th, 8th, & 10th class of different subjects.▪ Sent back written papers of 10th class to Islamabad head office and shared papers of class 5th and 8th through special android application after conducted exams.
06	USAID-DRDF Dairy Project	Social Mobilizer	February 2015 to October 2016	<ul style="list-style-type: none">▪ Mobilized and selected farmers to induct in dairy trainings including women live stock extension workers (WLEWs) and artificial insemination technicians (AITs) in south Punjab.