

## CURRICULUM VITAE

### **AMINA Nawaz khan**

Basti Dir khan; wali Din pur road; Dera Ismail khan

Cell: 0333-8683677

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#### **Career Objective**

To obtained a responsible and challenging position with a progressive company where my work experience will have valuable application and utilization of my opportunity for advancement

#### **Professional Experience:**

##### **1. Protection Monitoring Officer**

**Organization:** EHSAR Foundation/ UNHCR Project

**Duty station:** Embarkation Point Khairgee tank

**Date:** 1<sup>st</sup> July 2016 till date

##### **Responsibilities concluded**

- Close co-ordination with concern Authorities to facilitate The Return NWA IDPs.
- Close co-ordination with FDMA that to Facilitate and solve the Grievance of NWA IDPs.
- Develop and maintain effective working relationships with other INGO,NGOs, UNHCR, government authorities, and other key stakeholders to ensure active coordination, collaboration, and information dissemination;
- Assess cases of PWSNs, verify and facilitate IDPs under this category on a priority basis at the field level by referring them directly available to service providers;
- Assess cases of PWSNs, verify and facilitate IDPs under this category on a priority basis at the field level by referring them directly to available service providers;
- Issue EVI forms to those IDPs who are un registered and Protection team issue him EVI card for assistance
- Perform any other duties as may be requested by the supervisor.

##### **2. Grievance officer**

**Organization:** EHSAR Foundation/UNHCR

**Duty station:** ( D.I Khan )

**Date:** (Aug 2014 to 30 Dec 2014)

##### **Responsibilities Concluded:**

- Record all basic information and to support MIS in project database
- Observe the implementation of the agreement points on IDPs grievances as per the guidelines on responsibilities and timeframe;
- Implement the organization responsibilities and timeframe as stated in the actions by partners to the grievance SOPs.
- Provide technical guidance and oversight to legal officers as needed and ensure quality case management through regular meetings, the review of legal counseling and case intake forms, and through ongoing capacity building (including on case management, personal status law, and refugee law)
- Record the grievances of RDU form lost for issuing duplicate RDU form, No record, dual address, CRC holder, invalid CNIC issue, blocked in NADRA database, Fraud in NADRA database, Duplicate CNIC issue and referred that cases to FDMA and UNHCR DATA for updating.
- Unregistered Idps grievance recording and referred for home visit to registered vulnerable Idps.

- Update and correct IDP records and share the information with the relevant agencies, including UNHCR, WFP NADRA and FDMA
- Assist the organization Database unit in keeping grievance records up-to-date, conduct follow-up and indicate closed cases and results;
- Support the Protection Manager in the development of advocacy positions to be shared with the Protection Working Group.
- Develop and maintain effective working relationships with other INGO,NGOs, UNHCR, government authorities, and other key stakeholders to ensure active coordination, collaboration, and information dissemination;
- Assess cases of PWSNs, verify and facilitate IDPs under this category on a priority basis at the field level by referring them directly to available service providers;
- Issue EVI forms to those IDPs who are un registered and Protection team issue him EVI card for assistance

#### Extra Responsibilities:

- Close liaison and timely coordination with different stakeholders.
- Reporting and timely dissemination of data to concern units/departments.
- Daily visit of field implementation process and produce reports on specific issues/Challenges.
- Meeting with the Project staff on regular basis and their facilitation.
- Lead, support and motivate team members, ensuring that team members have clear objectives and receive meaningful feedback on their performance.
- Progress sharing of the organization on different forums.
- Perform other tasks that may be assigned from time to time by District Supervisor.

### 3. Social organizer

**Organization:** Hayat foundation

**Duty Station:** DI khan

**Date:** ()

**Responsibilities Concluded:**

- Identification of school/out of schools IDP'S children with supporting documents
- Provide assistance to schools staff, and education department
- Work for community mobilization regarding better accessibility, increased enrollment of IDP'S children in schools, and reducing their drop out
- Perform activities of social mobilization and ensure community participation in project activities
- Organize training for community with active participation of their children
- Preparation of daily field visit reports
- Duty obligation according instruction /guideline given by Project Management
- Facilitate and monitor the work of teaching and their supporting staff in accordance with the final plan of DONOR or Education department
- Accomplish task according to work plan

<b>Basic Qualification</b>
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2011 -2013

M.A MPA

### Personal Skill

- Positive, optimistic and well-organized self –starter.
- Good interpersonal and communication skills.
- Can work independently as well as in a team.

### Field of Interest

- Internet Browsing.
- Studying Books.
- Always busy in some creation.
- Net Surfing

### Languages

#### Languages Spoken

- English,
- Urdu,
- Pashto
- Saraiki

### Personal:

Father's name	Shah Nawaz
Date of Birth	Aprail 15, 1992
Nationality	Pakistani
CNIC No:	
Domicile	KPK (DI khan)
Permanent Address	
Present Address	Basti Dirkhana Wali Dinpur Road Dera Ismail Kan
Contact number	Cell: 0333-8683677

### Achievements, Workshops & Trainings

- Two months work experience as volunteer in CHS
- Two months Internship in MCB

### References

Muhtiar Ahmad  
Project manager; EHSAR Foundation.  
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