



CURRICULUM VITAE

BEENA NISAR

ADDRESS:

- 1. Mohallah Allah Yar Khel Nowshera Kalan, District and Tehsil Nowshera.*
- 2. H # B1, Street # 1, Eidgah Road Ashrafia Colony Peshawar.*

■ **CAREER OBJECTIVES**

To serve in progressive organization offering job satisfaction, challenging work environment and vast opportunity for career development based on purely achievement and result.

■ **PERSONAL INFORMATION**

✚ *Father Name: Mohammad Nisar*
✚ *DOB: 16/12/1989*
✚ *Gender: Female*
✚ *Marital Status: Single*
✚ *Cell No: 0336-8542006*
✚ *NIC No: 17201-7051869-6*
✚ *Domicile: Nowshera KPK*
✚ *Religion: Islam*
Email:

Beenakhan799@gmail.com

■ **ACADEMIC QUALIFICATION**

- 1. SSC from Board of Intermediate and Secondary Education Mardan.*
- 2. F.A from Board of Intermediate and Secondary Education Mardan.*
- 3. B.A from University of Peshawar.*
- 4. M.A (Islamiyat) from University of Peshawar.*

■ **OTHER QUALIFICATION**

- 1. PTC & C. T from Allama Iqbal Open University Islamabad.*
- 2. B.Ed from Abdul Wali Khan University Mardan*

■ **SOCIAL SECTOR EXPERIENCES...**





CERP (Center for Economic Research in Pakistan)

I have Worked as a Mentor & Validator on the Education Program with the CERP in District Peshawar from 20th Aug 2021 to 31st May 2023.

2.. I have surveyed as a Data Collector as Fasting Trend Among Pregnant Women (FTPW) project in District Lahore from 11th July to 31st Aug 2023.

ASI (Adam Smith International)

I have worked as a Monitor & Validator on the Education Project whit ASI in district Swabi.

UMAR ASGHAR KHAN FOUNDATION(UAKF)

I have worked as Master trainer with Umar Asghar khan Foundation Lahore from November 2020 to still in District Nowshera. I have conducted the training about Fempower, Social Accountability, FM Radio Programm, Leadership and Local government, GBV and Human Rights and Logo New systems in District Nowshera to Community Members. I have president of my our Tanzeem (Women Development Organization) in District Nowshera .

APEX (Consultant)

Working as IFM (Internal field monitor) From Oct 2018 -Monitoring of Polio Campaign

Job Responsibilities:

- *Field monitoring and support*
- *To check the collected data by the enumerators • Observe the performance of all team members.*

(Need Base survey conducted every month for 2 to 3 days)

“GLOW CONSULTANT”

I have worked as the monitor and validator in all KPK & Punjab.

I have verification the all IPs those working in KPK and verified this activities status.

2.. I have worked as a Supervisor as WHH project to Third party monitoring in District Peshawar.

“CENTECH ORGANIZATION”

In 26th November 2020 to 14th January 2021, I have worked as Enumerator in Health survey in District Buner.

In May 2020, worked with Contech International Health department, conduct sessions on Covid-19, awareness and precautions on Tele App with medical staff in Chitral.



Job Responsibilities:

Visited hospitals in Chitral Meetings with doctors and other staff members Awareness about Covid-19 Conducted sessions with professionals regarding use of teleapp Awareness of Covid-19 app and installed them the app

+ “RADS (Research and Development Solution)”

From 24th June to 14th July 2021 (2) From 7th July to 20th July 2020 and (3) 27th Jan 2020 to 15th Feb 2020 (4) 26th Jan 2021 to 16th February 2021, I have worked as Monitor, Validator and Researcher with DAFFPAK Project in District Peshawar and as Data collector with Nutritio Project in duration 1st Dec 2017 to 31st Jan 2018 in District Charsadda.

Job Responsibility,

Data collection by Tab

Visited to All DKT and MSS facilities

Conducted interview with MSS and DKT Provider in there clinic

Record all data in there interview on Tab and Call Recorder and report all data to Family Planning stocks available in there clinic

Validation and monitoring in DKT AND MSS office and all clinic and Facilities.

+ “KMC (Kangaroo Mother Care)”

I have worked as Data collector, Researcher and Translator in Swabi district for FGDs and Pilot project.

+ “RAHBAR Organization”

From Nov 2019 to Jan 2020, I have worked with ARC project as Project Officer a District Mardan.

Job Responsibility,


I have responsible for Identification formation of BI groups and their capacity building. Facilitating the BI groups members for conducting awareness raising session at the grassroots level in the selected UCs and formation District Alliance.

+ “MMP organization”

I have 8 months worked with MMP org as Monitor a District Nowshera, Mardan, Peshawar, Charsadda, Kohat, DI Khan and FATA.

Job Responsibility,

I have collected data from Telephone to District Nazim and UCs members.



And visited to office for UCs planning and monitored the quality of work in their UC from Government.

 **“Bureau of Statistics KPK”**

From 10th Jan 2017 to 28th April 2018, I have worked as Enumerator in MICS Survey as District Mardan and Upper DIR.

Job Responsibility,

- *To collect data from HH*
- *To sync the collected data on regular basis with the supervisor*

From May 2017, worked as Enumerator in Health survey a District Nowshera conducted by Health department KP Job Responsibilities:

- *Conducting interviews and data collection*
- *To identify the health center and reach in time*
- *To observe the condition of health unit*
- *To observe the presence of doctor and assisting staff* ● *To observe the facilities provided at the health unit*

From April 2018, worked as an enumerator in Child Labor survey. Project of UNICEF (pilot phase pretesting) in District Charsadda.

Job Responsibilities:

- *To collect data by using tablet*
- *To report the tablet or software errors during the pre-testing Phase, if any* ● *To sync the collected data on regular basis with the supervisor*

From July 2018 to 10th Oct 2018, worked as an enumerator in Education survey conducted by EEF (elementary education foundation) in Nowshera district.

Job Responsibilities:

- *To visit the assigned schools in time*
- *Conducting interviews and data collection*
- *Briefing the teachers and students about the program before conducting the interviews*

From 3rd July to 20th Oct 2019, I have worked as Enumerator in NATIONAL MICS, with Bureau of Statistics KP, in collaboration with UNICEF in District South Waziristan.

Job Responsibility,

- *To collect data from HH*
 - *To sync the collected data on regular basis with the supervisor*
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“NNS (National Nutrition Survey)”

From 1st Dec 2018 to 15 Jan 2019, I have worked as Enumerator in NNS Survey as District Nowshera.

Job Responsibility,

*To conduct interviews and collect quality data by using tablet
Sending the collected data to the supervisor on regular basis To reach the field area in time*

“OPM (Oxford Policy Management)”

From 1st Nov 2018 to 6th May 2019, I have worked as Monitor and Data Collector Officer as BISP Project in District DI KHAN and All FATA Agency.

Job Responsibility,

*Visited the PoS (Point of Sale)
to collected data from Franchises members on Tab Monitored and observed the payment process*

*Conducted Interview from BISP Beneficiaries during payment collection
Visited the selected HH for BISP Beneficiaries and conducted interview in there HH Validation and monitoring to all POSs.*

“FDMA AND PDMA”

May2018, worked as a Research Associate and conducted FGD (Focal group discussion) in a community in Nowshera for a project of PDMA and FDMA, CCDVA (Child centered disaster vulnerability assessment) Job Responsibilities:

- *To assist the researcher in focal group discussions*
- *To note down the important points and making notes*
- *To help the respondents in clearing their thoughts about the discussion.*

“GIZ (Local Governance)”

From July 2017 to August 2017, worked as a Consultant with GIZ in the perception survey on Local Governance in Nowshera.

Job Responsibilities:

Data collection by using Android sharing the collected data with the team leader assisting the team leader in rechecking of data.



“Pak Women Organization”

From 1st Oct to 31st Dec 2016, I have worked as a Political Mobilizer with Pak Women in District Mardan.

Job Responsibility,

Community Mobilization

Training about Aspiring Women candidates

Data Entry on Data Base on daily basis

Worked On facilitator with Lawyers Master

Trainer Reporting to Executive Manager.

“ACTED International”

From 1st April 2016 to 31st Sep 2016, I have worked as a Community Mobilizer with Cash for Work Project in District Peshawar.

Job Responsibility,

Community Mobilization

Conducted awareness session in community

Distribution the Quilts and Mats to IDPs Reporting to Team Leader on daily bases activities Prepared the case studies and success stories.

“Green Star”

From Jan 2016, I have worked as a Field Surveyor in Family Planning Project in District Nowshera,

Job Responsibility,

Data collection by using Android

Conducted interview to LHV in their Clinic

Checked the all Contraceptive methods in their clinic and observed

“DASTAAR Organization”

From 11th Nov 2015 to 20th Jan 2016, I have worked as Field Coordinator with Human Right Project in District Nowshera.

Job Responsibility,

To checked all record, the Focal Person and checked the good performance

Data entry on data base from my activities

Attended the Seminar and Women conference in Islamabad. We have submitted the data to My Donor Aurat Foundation.

Conducted some session in community about RTI and RTS.



“CESVI (World Aid from Italy)”

From 6th Jan 2015 to 31st March 2015, I have worked as Hygiene Promoter with WASH and CASH FOR WORK project in District Peshawar.

Job Responsibility,

Community Mobilization

Conducted awareness session in community

Distribution the Quilts and Mats to IDPs

Reporting to Team Leader on daily bases activities

Prepared the case studies and success stories

“NELSON COMPANY”

Three months' experience as data collector in Peshawar Base.

“RCONS”

From 1st May 2013 to 31st July 2013, I have worked as Enumerator with RCONS in District Nowshera.

Job Responsibility,

To conduct interviews and collect quality data by using tablet

Sending the collected data to the supervisor on regular basis to reach the field area in time.

“FLOWERS ORGANIZATION”

From 1st Nov 2012 till 30th Apr 2013, I have worked as Health and Hygiene Promoter with WASH project in District Peshawar and Nowshera.

Job Responsibility,

Community Mobilization

Conducted awareness session in schools (Primary, middle and High level) and health and hygiene session conducted also.

Distribution the Hygiene kits

Celebrated all historical campaign in schools and involved all students

We have constructed the Wash rooms from Flower Org Reporting to Team Leader on daily bases activities Prepared the case studies and success stories.



“IDS (Innovative Development Strategies)”

Duration: (20th May 2014 till 20 June 2014) (21st Mar 2013 till 4th Apr 2013) (1st May till 28 May 2013). (February 26 to 06 March 2012) and (1st April to 30th April 2016) as Data Collector officer in District Nowshera.

Activities: Data Collection about Rural household survey socio economic data (This survey was international experience and professional excellence to poverty reduction and economic development in Pakistan).

Job Responsibility,

*To conduct interviews and collect quality data by using tablet
Sending the collected data to the supervisor on regular basis to reach the field area in time*

“MERLIN”

From 3rd May 2011 to 31st Dec 2011, I have worked as Health Promoter with Health and Nutrition Project in THQ Pabbi District Nowshera.

Job Responsibility,

Malnourished child and Pregnant and Lactating women screening to by MUAC IN Stabilization Centre in Pabbi hospital the malnourished child and women referred from community and IDPs Camp then we have admitted in center Doctors properly checked the patients and after admitted in center

During admission the patients we have checked the weight, height, HB and temperature in 2time a day.

After discharging the patients, we have follow-ups.

Prepared the case study and success stories to this patient.

Reporting to Team Leader and documentation to monthly base.

“JOHANNITER INTERNATIONAL ASSISTANCE”

From 1st July 2009 to 22nd Aug 2010, I have worked as Nutrition Assistant in District Charsadda and from 23rd Aug 2010 to till 28th Feb 2011 worked as Community Mobilizer with HEALTH and NUTRITION Project in District Peshwar.

Job Responsibility,


Community Mobilization

Conducted awareness session in Community.

Screening the children and P&L Women by MUAC

After screening referred to BHU

Follow ups



*Documentation to monthly basis then submitted to Quarterly basis (6months)
Reporting to Project Coordinator on daily basis activities Prepared the case studies and success stories.*

“SSD”

From 1st Jan 2009 to 31st June 2009, I have worked as Hygiene Promoter with WASH and Hygiene Project in District Nowshera Jallozai camp.

Job Responsibility,

Community Mobilization

Conducted awareness session in IDPs Camp.

Distribution the Quilts and Mats to IDPs and Wash and Hygiene

Kits Reporting to Team Leader on daily bases activities Prepared the case studies and success stories.

“SECP (SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN”

I have 3 days training about secp. This training was about the participated in Pakistan securities market enforcement program and assessment presented by the Securities and Exchange Commission of Pakistan and United States Securities and Exchange Commission from 24 to 26 April 2012.

- *I have worked 4years as teaching experience in Private school in District Nowshera.*
- *I have worked as Polio Worker in Polio campaign and PCM Monitoring in District*

Nowshera.

Computer Skills

Micro Soft Office Application: Word, Excel and Power Point.

Command on Computer Software.

Internet and E-mail Applications.

30 Words Per minutes typing capability.

Languages:

 *English, Urdu, & Pushto*

References

 *Will be furnished on demand.*