

FAIZA



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Orakzai Ott Mela Dabori
Present Address: Thall Rd
Hangu

EDUCATION

MATRIC

B.I.S.E Peshawar

F.A

Kohat Broad

B.A

AIOU

DPED

Abdul Wali Khan University (AWKUM)

PERSONAL INFO

Father' Name: Allah Mir Khan

Religion: Islam:

Nationality: Pakistani

SOFT SKILL

- Excellent Communication
- Time Management
- Team Management
- Office Management
- Presentation Skills
- Multi-Tasking

LANGUAGES

- English
- Urdu
- Pashto

PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent in working with others to achieve a certain objective on time and with excellence in a progressive organization.

WORK EXPERIENCE

FAFEN- ORAKZAI

Observer

1 Day Field

Responsibilities:

- Have an in-depth look at elections in Pakistan –from historical background to vital statistics to efforts that help make polls free and fair for an uninterrupted and dynamic democratic culture. Find out how you can become a voter and play your part in strengthening democracy.
- Elections in Pakistan have been dogged by controversy, coupled with lack of efforts to understand the whole process and recommend ways to make them credible.
- It was in this background the Free and Fair Election Network (FAFEN) decided to observe the processes involved in conducting elections to be able to understand what is required to make them free and fair.
- FAFEN has come a long way from the first step it took in 2006, becoming the first domestic observation effort in Pakistan. It carried out the first audit of the draft voters' list in 2007 and deployed more than 18,000 trained and neutral Election Day observers to watch February 18, 2008 polls.
- With the support and permission of National Database and Registration Authority (NADRA) and the Election Commission of Pakistan (ECP), the network has been facilitating people across Pakistan become voters.
- This work has been backed by efforts for electoral reforms based on recommendations finalized in the light of primary data from the election work.
- Today Free and Fair Election Network (FAFEN) is a credible voice on electoral reforms continuing efforts to make polls free and fair

ASER- HANGU

Field enumerator

5 Days Working Experience

Responsibilities:

- National assessments shall be conducted annually from September till December across Pakistan.
- Where there is a significant country-wide event that might prevent the assessment to take place (for example, the census or an election) this shall be communicated by the head office to their partner organizations (and vice versa i.e. local partner should communicate to head office) well in advance of the planned assessment.
- II. National assessments shall be household based. The survey should be conducted over the weekend when kids are present at home.
- III. School observation component will also be captured to collect school level data. Hence, no survey will be carried out during school holidays.
- IV. Data will be collected by the volunteers. Volunteers recruited should meet the minimum education standards according to the standards outlined in section 4.3 of this manual.
- V. Volunteers are expected to visit both the government and private school in addition to twenty sample household to meet all survey requirements.

APEX CONSULTANTS PAKISTAN- ORAKZAI

Enumerator

1 Year Working Experience

Responsibilities:

Data management & reporting

- Support DSPs in collecting data on project activities as per Aawaz-II MIS as well as other prescribed formats.
- Collect data on a regular basis to measure achievement against the performance indicators of Aawaz-II Programme in KP.
- Check data quality with partners.
- Maintain database to track field progress.
- Closely examine the quality of quantitative and qualitative data, to ensure that any discrepancies or issues are highlighted and addressed in a timely fashion.

Evaluation/assessments and learning

- Analyze MPRs and QPRs and provide regular feedback to DSPs for improvements and also highlight the area of improvement to PMU delivery team. Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice to the supervisor on improving project performance using M&E findings. Analyze programme risks and develop risk register for program

WORLD HEALTH ORGANIZATION (WHO)

Surveyor

Project: Polio Monitoring – Hangu/Kurram

1 Year Working Experience

Responsibilities:

- Campaign Planning and Coordination
- Team Management
- Monitoring and Evaluation
- Community Engagement
- Training and Capacity Building
- Data Management
- Reporting

NSER (IHSAS PROGRAM)

Third Party Monitoring

Field Monitoring Officer

1 Month Working Experience _ Hangu

Responsibilities:

- Monitor the progress and coverage of Ehsas Programme activities in assigned areas.
- Conduct regular field visits to observe Ehsas Programme teams' performance, ensure compliance with protocols, and provide feedback for improvement.
- Analyze data and generate reports on Ehsas Programme coverage, missed populations, and any barriers to achieving Ehsas Programme targets.

FAFEEN

Election Observer-1 Month Working Experience

Responsibilities:

- An Election Observer plays a critical role in ensuring free, fair, and transparent electoral processes. Election observers are independent individuals or members of organizations who are tasked with monitoring and reporting on various aspects of an election. Their primary responsibility is to ensure that the electoral process adheres to the principles of democracy and to identify any irregularities or issues that may impact the integrity of the election

PAKISTAN CENTER FOR PHILANTHROPY (PCP)

Data Collector (1 Month Working Experience)

Responsibilities:

- Ensure accurate and timely data collection and recording of vaccination outcomes.
- Maintain comprehensive records of vaccination coverage and progress, as well as any challenges faced during campaigns

(GAT)ROUTINE IMMUNIZATION

Founded By WHO

Field Data Collector (1 month Monitoring Experience)

Responsibilities:

- Monitor the progress and coverage of vaccination activities in assigned areas.
- Conduct regular field visits to observe vaccination teams' performance, ensure compliance with protocols, and provide feedback for improvement.
- Analyze data and generate reports on vaccination coverage, missed populations, and any barriers to achieving vaccination targets

(FIA) & (UNODC)

Awareness Campaign against Trafficking In Person and Smuggling of Migrants.(District Kohat)

Surveyor (1 month Experience)

Responsibilities:

- Develop a comprehensive campaign strategy, outlining the objectives, target audience, messaging, channels, and timeline for the awareness campaign.
- Collaborate with stakeholders, such as marketing teams, subject matter experts, and community leaders, to gather insights and align campaign goals

PHOENIX FOUNDATION FOR RESEARCH & DEVELOPMENT (PFRD)

Founded By (UNODC) (District Kohat)

Data Collector (1 month Experience)

Responsibilities:

- Collect data from different sources, such as surveys, databases, websites, and public records, following established protocols and guidelines.
- Prepare data for analysis by cleaning, organizing, and standardizing it to ensure it meets the necessary requirements.

TABADLAB PRIVATE LIMITED

Digital Assessment Funded By World Bank

Elementary & Secondary Education Department G. Of Khyber Pakhtunkhwa

Data collector (1 month Experience)

Responsibilities:

- An Education Department Data Collector is a vital role responsible for gathering, verifying, and organizing education-related data and information. They play a crucial part in the collection and management of data that informs educational policies, decision-making, and program evaluations. The specific responsibilities of an Education Department Data Collector may vary depending on the department's focus and objectives

Post Distribution monitoring for Delivering UNHCR's Energy Appliance for Afghan Refugees in Pakistan

Field Monitoring

Project: Founded By UNHCR District Kohat. DI Khan. Hangu (2 months' Experience)

Responsibilities:

- Field Monitoring involves observing and assessing activities and operations in the field to ensure they are being carried out according to established standards, protocols, and objectives. Field Monitoring is commonly conducted in various sectors, including development projects, humanitarian aid, environmental initiatives, and public health programs.

DIRECT FOCUSED COMMUNITY AID (DFCA)

Expansion of Polio Serosurvey of the Outbreak and Risk Reduction

Data Collector (2 month Experience)

Responsibilities:

- Record detailed and accurate observations using standardized forms or digital tools provided by the election observation mission.
- Ensure that all collected data and information are securely stored and handled in accordance with the mission's protocols.
- Currently working with Apex Consulting Pakistan as an enumerator from June 2015 to till date. Conducting house to house survey on android base tablet survey.
- Also working as trainer with Shirkat Gah women's Resource project from April 2016 to till date
- NRSP conducting android base survey with NRSP organization from September 2016 to October 2016

NDED TRAINING WORKSHOPS

- Upon successful completion of “LIFE SKILLS” training workshop
- Organized by step UNICEF
- Training on the topic of Counseling
- Aware Girls common wealth foundation

PERSONAL STRENGTHS

- Flexibility and quick to embrace new concepts
- Ability to build positive working relationships
- High integrity and spirit of teamwork
- Self-driven, optimistic and hardworking
- Excellent interpersonal and reflection skills
- Strong Work Ethics
- Humble & Honest