

Fatima Bibi
Master in Sociology

+92 (0) 3429028448

bibif6959@gmail.com

Personal Statement:

As a Sociology graduate, I am passionate about addressing social inequality, community development, and public policy. My academic background in sociological theory, research methods, and critical thinking is complemented by practical experience in community outreach, data analysis, and social research. I possess strong communication skills and am eager to contribute to impactful projects while collaborating with diverse teams to drive social change. Adaptable and dedicated, I am ready to thrive in dynamic environments and make a positive impact.

Professional Work Experience (5- Years)

Community Development Officer-Chitral
WADDAN-Partner in Development

Jan2022-jun 2024

Role and Responsibilities:

I have experience monitoring the progress and outcomes of development projects to ensure they align with goals, timelines, and budgets, while providing ongoing feedback for improvement. My work includes conducting needs assessments and baseline surveys to identify community priorities, and analyzing data to inform the planning and implementation of development programs. I have developed and designed community development projects based on identified needs, coordinating and overseeing their implementation to ensure timely and budget-compliant delivery. Additionally, I mobilize community members and stakeholders to actively participate in these initiatives, providing training and technical assistance to enhance their capacity for sustaining development projects. I also promote best practices and innovative approaches in community development to ensure continuous growth and effectiveness

Child Labour Survyer
Child Labour Department KP

Role and Responsibilities:

I have conducted field visits to selected sites and households, where I interviewed children, parents, employers, and other stakeholders using pre-designed survey instruments. My role involved observing and documenting working conditions, hours of work, and other relevant aspects of child labor. I ensured accurate and timely data entry into the database, performed data cleaning and validation to maintain data quality, and upheld confidentiality and ethical standards throughout the data collection process. Additionally, I monitored the progress and outcomes of development projects to ensure they met goals, timelines, and budgets, while providing ongoing feedback for continuous improvement.

Project Associate-Peshawar
Society for Social Transformation

August 2023-Dec 2021

Role and Responsibilities:

have supported the planning, implementation, monitoring, and evaluation of water and sanitation projects, ensuring alignment with project goals and objectives. My work involved assisting in conducting needs assessments, baseline surveys, and data collection related to water and sanitation issues. I collaborated with

project teams and stakeholders to develop project plans, budgets, and timelines, while coordinating with government agencies, NGOs, community leaders, and other relevant stakeholders for effective project implementation. Additionally, I monitored the progress and outcomes of development projects to ensure they met goals, timelines, and budgets, providing ongoing feedback for improvement. Provide technical assistance and capacity-building support to project partners and beneficiaries on water and sanitation-related topics.

**Program Assisstan-Islamabad
Society for Social transformation**

Mar 2019-Jul 2020

Role and Responsibilities:

have provided comprehensive administrative support, including organizing meetings, scheduling appointments, maintaining files, and handling correspondence. In program assistance, I was responsible for supporting program implementation by providing logistical support, coordinating events, and managing program-related documents. I also maintained clear and consistent communication within the team and with external stakeholders by responding to inquiries and distributing relevant information. Additionally, I managed data by handling data entry, tracking program metrics, and generating reports as needed. Other duties included taking on additional responsibilities relevant to the specific program or department as required.

Educational Background:

Master in Sociology **2018**
Abdul Wali Khan University Mardan

CT Education **2009**
Allma Iqbal Open University Islamabad ,

Computer Skills:

- Proficiency in surfing and search on Internet, E-mail, Web Browsing and Downloading.
- Proficiency in working in MS. Windows-98, 2000, MS. Windows ME, XP, MS. Windows Vista.
- Proficiency in Installation of Software and Handling Hardware.
- Proficiency in usage of Printer, Scanner, CD Rom and CD/DVD Writer.

Language Proficiency:

- Proficiency in written and spoken English Language
- Proficiency in written and spoken Urdu Language
- Proficiency in spoken Chitrali (Khowar) and Pashto Language

Membership

- Focus Humanitarian Assistance (FOCUS) Pakistan
- Volunteer Pakistan Red Crescent Society (PRCS)

REFERENCES:

Will be provided on demand.