

Fida Hussain



Experience 7 years 10 mons
Current salary 69000
Created at 29th October, 2015
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Personal Information

Email	panhwerfida@gmail.com	Date of birth	14th February, 1994
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Education

UNIVERSITY OF SINDH, JAMSHORO
M.A SOCIOLOGY (53.00 CGPA)
2019 - 2020

RURAL SOCIOLOGY
SOCIOLOGY

ALLAMA IQBAL OPEN UNIVERSITY
B,ED (83.00%)
2018 - 2019

1. General Methods of Teaching (Professional)-
2. Educational Assessment and Evaluation (Professional)-
3. Curriculum Development (Foundation)
4. Research Methods in Education (Professional)-
5. Educational Leadership and Management (Professional)-
6. Citizenship Education and Community Engagement-
3. Human Development and Learning (Foundation)-
4. Professionalism in Teaching (Professional)-

UNIVERSITY OF SINDH, JAMSHORO
BS-IT (3.50 CGPA)
2013 - 2016

INFORMATION TECHNOLOGY

SINDH BOARD OF TECHNICAL EDUCATION, KARACHI
DIT (3.20 CGPA)
2011 - 2012

OFFICE AUTOMATION
IT
WEB DESIGNING
Photoshop CC-2018

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, HYDERABAD
INTERMEDIATE (630/1100)
2010 - 2011

ENGLISH
MATH

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, HYDERABAD
MATRICULATION (61.00%)
2005 - 2009

SCIENCE

Experience

PAKISTAN TELECOMMUNICATION AUTHORITY (PTA)

JUNIOR ASSISTANT (TECHNICAL)

2022 - Currently Working

Record Keeping Printing and filing documents.
Composing emails.
Typing up reports for the Line manager.
Scheduling meetings.
Organizing Departmental Events
Providing technical assistance with equipment operation.
Setting equipment parameters

MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY DIVISION

VERIFICATION OFFICER PPS 06

2021 - 2022

Verification of Cases information and check authenticity through calls.
Reviewing cases information against pre-set criteria to avoid any error.
Ensuring all information is 100% accurate, complete and consistent.
Conversion of information for further use in Department.
Ensure to maintain client's information in company records as highly confidential.
Dealing with internal and external queries.
Ability to work within tight time constraints to achievements.
Maintaining proper follow-ups with clients.

SZABIST-ZABTECH-(ITVE)

DISTRICT TRAINING OFFICER

2021 - 2021

Work with the District Manager and Deputy Manager Program in developing the district micro action plan for program quality management.

- Monitors program implementation progress and gives input where necessary based on quality improvement.
- Conduct field level visits to monitor program quality using the classroom observation formats.
- Calls for help from functional experts where required.
- Ensure that monthly progress report, quarterly progress report are prepared and shared in a timely manner with the Deputy Manager Program.
- Create an annual training plan & bifurcate the annual plan quarterly and monthly, amendments as necessary
- Monitor the implementation of annual training plan on monthly basis
- Problem Solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and training mechanism
- Conduct Training Visit according the training plan and provide qualitative input
- Lead the development of KPIs for Program assistants along with District Manager and review their performance periodically.
- Conduct meeting of the program assistants periodically to review their performance and address gaps if any.

THE CITIZENS FOUNDATION (TCF)

CLUSTER EDUCATION MANAGER

2019 - 2021

À» Quality of Education: Ensures that all schools in the cluster continue to deliver the best quality of education. Maintains a stringent follow up on quality indicators on the dashboard particularly internal and external assessment data, and works with the District Manager to plan for improvement for all schools, and remediation of underperforming schools.

À» School Visits and Principal Meetings: Aim to visit each school at least twice every month for formative school visits. Moreover, organize cluster-based meetings of principals each month to go over the dashboard and track school progress. The CM will also record SVF findings in the School Management App.

À» Principal Training: Uses the data and insights from working with schools to develop a training needs analysis, which is shared with the Education Manager. Moreover, uses the same insights to plan additional training for all head teachers in the district in collaboration with the other cluster managers

À» Academic Resource Management: Works with the DM to ensure that all academic resources including textbooks, teacher guides, supplementary materials and supplies are available in the school in a timely manner and per school requirements.

À» Access: Ensures that the school culture is positive and welcoming, and students of all backgrounds feel included. Moreover, works with the principal and staff on creating an engaging space and structuring learning experiences that will motivate students to enroll and stay in school.

À» Academic Planning: Work with the head teachers to develop the school management and improvement plans. Conduct follow-up meetings after each examination to assess progress in relation to school targets and revise strategy where needed.

À» Teacher Training: Works with the head teachers to identify the training needs of teachers. Helps connect the head teacher to relevant content already available, or escalates the need for additional content development to the Education Manager.

À» Assessment: Facilitates the Education Manager and District Manager in the organization of various assessments at the

SZABIST ZABTECH-ITVE@DADU

ADMISSION & EXAMINATION OFFICER

2018 - 2019

o Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.

- o Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- o Confer with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems.
- o Provide crisis intervention to students when difficult situations occur at schools.
- o Identify cases involving domestic abuse or other family problems affecting students' development.
- o Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.

**MSI (MANAGEMENT SYSTEM INTERNATIONAL
QUALITY CONTROL OFFICER- QCO @ DADU
2018 - 2018**

- ¼ Prior to data collection, establish and manage relationships with government officials and school administrators.
- ¼ Participate in, and assist training sessions on standardized administration of EGRA tools and survey questionnaires.
- ¼ If required, serve as a master trainer to lead a training of enumerators and field supervisors on standardized administration of EGRA tools and survey questionnaires.
- ¼ Oversee and help to organize the field administration of the operational tools.
- ¼ Ensure compliance with standardized procedures and protocols for the administration of the EGRA tool and the survey questionnaires.
- ¼ Serve as the contacts and point persons for EGRA's technical staff during data collection.
- ¼ Prepare regular report updates.
- ¼ Participate in debriefing meetings.
- ¼ Make recommendations on improving the assessment activities.

**1. SINDH READING PROGRAM (SRP) CHEMONICS INTERNATIONAL
FSA FILED SUPPORT ASSOCIATE @ DADU
2017 - 2018**

- o Daily field visit at selected primary schools
- o Conduct learning circles at primary schools and community level
- o Assist the teachers to develop scripted lesson plan during teachers on job support
- o Conduct pre & post meetings with primary school teachers
- o Observe the teachers at daily basis their lesson plan
- o Shared the observations with teacher after the lesson plan
- o Conduct the collective meetings with the teachers
- o Collect & make case studies about the early grade students
- o Make weekly & monthly work plan & share with the DFP
- o Report on the daily basis to the DFP

**GORAKH FOUNDATION
MONITORING AND EVALUATION (M&E) OFFICER
2015 - 2017**

1. Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.
2. Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
3. Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
4. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
5. Develop baseline data for each project component and for all project indicators, With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
6. Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
7. Organize and undertake training with collaborating partners on M&E as required.

Skill

â€ Strong Communication Skills
Excellent
Last used -

â€ Strong Presentation Skills
Excellent
Last used -

â€ Mobilization and Motivation
Excellent
Last used -

Preparation of Academic Plan, Lesson Plan, Time Table
Good
Last used -

References

Abdul Lateef Soomro
Program Manager at Szabist Zabtech Itve -Karachi (3 years)
Professional
soomrolatif@gmail.com
03313179287

Mr Malik Khaskeli
(Trainer/Program Coordinator) at British Council Pakistan , School Of Leadership Foundation (5 years)
Professional
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Asadullah Shaikh
(District Manager) at The Citizens Foundation (Tcf) (2 years)
Professional
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