**GUL NAZ RAQEEB**

Father's Name:Abdur Raqeeb

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| **Objective**  |

To seek a challenging job using my work experience and qualification. I am looking for an opportunity that would help me in build up my skill and enjoy my growth. I am confident that I will be able to fulfill my duties in conformity to requirement of the organization**.**

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| **Employment History** |

1. **Organization: Foundation For Rural development**

 **Project MNCH Family Planning**

* 1. Position: Community Officer
	2. Location: Buneer
	3. Duration: Sep 2022 to Aug,2023.

**Job Description**:

* Awareness sessions in community.
* Meeting and monitoring of LHWs.
* Data collection of LHWs work.
* Conduction of monthly PCMC (Primary Care Medical Committee)
* PLW identification.
* Concept clarit about FP and CMAM and CCM.
* Participant engagement for health issues.
* Daily, weekly and monthly reporting of field work.
1. **Organization: Bureau of Statistics Government of KP**

 **Laboure Department, Government of KP**

**Project Child Laboure Survey KP**

* 1. Position: Master trainer OF Child Laboure survey
	2. Location: Abbottabad, Swat, D.I Khan Peshawar
	3. Duration: Aug 2021, To July 22022

**Job Description**:

* Lecture Delivery,
* Group activities,
* Concept clarity,
* Participant engagement.
* Report of the conducted training

**3 Organization: Women Empowerment Organization**

 **Project AWAZ 2**

* 1. Position: Resource Person
	2. Location: Mardan
	3. Duration: June 2019, May 2020

**Job Description**:

* Trainings conduction at community.
* Awareness sessions on GBV, CL, PWDs, Social Cohesion at community,
* Concept clarity rights at community.
* Participant engagement on different events.
* Case studies
* Reporting of the community right base issues,

**4 Organization: Omer Asghar Khan Development Foundation Abbottabad**

 **Project Local Government Law (Women leadership Program)**

* 1. Position: Partner + Master trainer
	2. Location: Mardan
	3. Duration: January 2019, to March 2019

**Job Description**:

* Lecture Delivery,
* Group activities,
* Concept clarity,
* Participant engagement.
* Report of the activities.

 **Organization: PAK Women Islamabad**

 **Supported by (IFES)**

 **Project Promote Women Leadership**

* 1. Position: Master trainer
	2. Location: Abbottabad, Bata Gram, Kohat , Bajawar, Peshawar
	3. Duration: April 2019, to July 2019,

**Job Description**:

* Lecture Delivery,
* Group activities,
* Concept clarity,
* Participant engagement,
1. **Organization: Bureau of Statistics Govt of KP Govt of KPK**

 **Supported by (UNICEF)**

* 1. Position: Field editor of MICS
	2. Location: Toor Ghar
	3. Duration: Aug, 2019 to December 2019.

**Job Description**:

* Identification of the listed HH.
* Collection of information about of the selected HH
* Editing and correction of the raw data of HH.

**6 Organization: Bureau of Statistics Govt of KP Govt of KPK**

 **Supported by (UNICEF)**

* 1. Position: Master Trainer of MICS
	2. Location: Peshawar
	3. Duration: November 2018 to march 2019.

**Job Description**:

* Lecture Delivery,
* Group activities,
* Concept clarity,
* Participant engagement,
1. **Organization: NIDA Pakistan National NGO**
2. Position: Enterprise Development Officer (EDO**)**
3. Location: Peshawar
4. Duration: July to December 2018.

**Job Description:**

* Market survey,
* Market linkages development to
* Entrepreneur,
* Dress designing,
* Monitoring of Social Organizer
* LMST Training
* Arrange and organize Exhibition in Mardan and

Peshawar

* Reporting of all activities
1. **Organization: SHIRKAT GAH (LAHORE) National NGO**

European Union

1. Position: Master trainer + Partner.
2. Location:Mardan
3. Duration: Dec, 2016 to April 2017.

**Job Description:**

* Lecture Delivery,
* Group activities,
* Concept clarity,
* Participant engagement,
1. **Organization: Bureau of Statistics Govt of KP Govt of KPK**

 **Supported by (UNICEF)**

* 1. Position: Field editor of MICS
	2. Location: Toor Ghar
	3. Duration: December 2017 to April 2018.

**Job Description**:

* Identification of the listed HH.
* Collection of information about of the selected HH
* Editing and correction of the raw data of HH.

 **9. Organization: DAR-E –ARQAM SCHOOLS**

**Govt of Kpk**

1. Position: Principal + Honor
2. Location: Nowshera
3. Date: June 2010

 **Job Description**:

* Monitoring of Academic & Management Site.
* Super Vision and Monitoring of the Staff & Teachers.
* Checking & Re-Checking of Academic Syllabus.
* Arrangement of All Curriculum &
* Extra Curriculum Activities Maintenance & Documentation of All School Record
1. **Organization: NRSP National NGO**

 Supported by Mainhaim University Germany

1. Position: Android Surveyor
2. Location: Swabi Kpk
3. Duration: September 2015 To October 2015

 **Job Description**:

* Registration of BISP listed people for the Health insurance.
1. **Organization: SAVE THE CHILDREN(US)**
2. Position: Field Program Assistant
3. Location: Swabi Kpk
4. Duration: April 2014 To April 2015

 **Job Description**:

* Supervision & Mentoring of (LHW) & (LHSs)
* Arrangement & Conduction of training for LHWs &
* LHSs.
* Provision of CMAM & CCM.
* Medicine Supply & Distribution to Health facilities.
* Conduction of the health Awareness sessions.
* Additional Responsibilities of office & field works
* Documentation of All Project Activities
1. **Organization: RAHBAR National NGO(Action Aid Project)**
2. Position: Community Mobilizer
3. Location: Buner Kpk
4. Duration:February 2011 to March 2012

**Job Description:**

* Arrangement & conduction of capacity building trainings
* Awareness campaigns in community about child rights
* Women Rights awareness session
* Child Massage Collection
* Children entertainment activities in Govt school
* Case studies & success stories
* Reporting of all field & project activities
1. **Organization RAHBAR BUNEER**

 **Project Gender Justice through Musalhati Jirga Project (UNDP)**

1. Position: Master Trainer
2. Location: Swat, Buner, Nowshera and Mardan Kpk
3. Duration: August 2011 to November 2011

**Job Description**:

* Conduction of Gender Justice & GBV Training to Musalihat Jirga Members.
* Gender awareness about students in Govt Colleges and Schools
1. **Organization: RAHBAR BUNEER**

 **Project Alternate Dispute Resolutions (ADR)(UNDP)**

1. Position: Master Trainer
2. Location: Swat, Buner, Nowshera and Mardan
3. Duration: November 2011 to February 2012

**Job Description:**

* Conduction Trainings of the Alternate dispute resolution to Jirga members.
* Gender awareness session in Govt School & College

 **15 Organization RAHBAR BUNEER**

 **Project Hygiene Promotion Project**

1. Position: Health & Hygiene Educator
2. Location: Buner
3. Duration: Feb 2011 to Jan 2012

 **Job Description**:

* Increase awareness & promote positive health behavior
* Promote and & encourage breast feeding in community
* Monitoring of health facilities
* Screening & treatment of PLWs & Malnutrition Children under five years
* Arrangement and conduct of health & hygiene Sessions

 **16 Organization: RAHBAR BUNEER**

 **Project CMAM**

* Position: Community Hygiene Promoter
* Location: Buner
* Duration: Jan 2012 to Dec, 2012

 **Job Description:**

* Arrangement of health awareness session
* Monitoring of hygiene promoters
* Health education trainings to L HV & LHS
* Documentation of all project activities
* Distribution of hand pumps & wash rooms
* Success stories

**17.Organization: RAHBAR BUNEER**

 **Project Paiman**

* Position: Social Mobilizer
* Location: BunerKpk
* Duration: January 2007 to December 2007

**Job Description:**

* Arrange the training of LHS, LHVs
* Awareness health sessions focus on women
* Health sensitization sessions
* Monitoring of uncovered are health facilities
* Success stores

**18.Organization: HDF National NGO**

* Position: Social Mobilizer
* Location: Mardan
* Duration: July 2002 to July 2004

**Job Description:**

* Creation & re-activation of female development
* organization village level
* Community awareness given micro credit to
* Needy people for enterprise development work for that loan recovery.
* Capacity building of female in community
1. **Organization OmerAsgharKhanDevelopment FoundationAbbottabad**

 **Rehabilitation of IPDs**

1. Position: Researcher
2. Location: Charsadda, Mardan and Nowshera
3. Duration: January 2009 to January 2015

**Job Description**:

* Dialogue with effected community of flood & IDPs Swat & Buner
* Survey of effected people of different disputes
* FGDs & advocacyconduction in communities
1. **Organization Oxfem International**

 **Registration and verification of IDPS**

* + - Position: Researcher
		- Location: Peshawar
		- Duration: May 02 to June, 2013

**Job Description:**

* Registration & verification of the IDPs, NFI Distribution.

**TOTs**

* 12 Daye ToT of CLS at Peshawar.
* 18 days TOT at Peshawar on “Multiple Indicator Cluster Survey (MICS) organized by BoS KP & UNISEF.
* 05 days TOT Training at Islamabad on” Basics of project proposal writing” organized by (NCRD) National Centre for Rural Development from 7th August to 11th August 2017.
* 4 days TOT on LMST at Lahore 7th April 2016 to 11th April 2016- organized by ShirkatGah.
* 06 Days TOT on ADR November 06th to 12th November 2012 organized by UNDP arrange by IM Sciences and HRDC at Swat.
* 04 Days TOT on Gender a legal literacy and rules of business of Musalahat Jirga 1st to 5th June 2011 Organized by UNDP and local govt at Abbottabad.
* 04 days TOT on ADR skills 29 July to 1st August 2011 organized by UNDP at Abbottabad.
* 05 days TOP on Human Rights based approach 3rd to 7th September 2012 organized by Action Aid (Pakistan)at NatiyaGalli.

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| **General Trainings** |

* Two days training on “Public Administration and Democracy” arrange by Omer Asghar Khan Development Organization Abbottabad.
* Eight days Anthropometry (Weight and height) Training arrange by BOS Govt of KP.
* One training day Accessibility training conducted by Handicap International
* Arrange by Rahbar.
* Three days of School Management Skill arrange by Dar-e-Arqam Peshawar.
* Three Days training on RTI and Political Awareness arrange by Omar Asghar Khan Development Foundation Islamabad.
* Two days training on ADR and conflict resolution arrange by Omer Asghar Development Foundation Islamabad.
* Two days training of AWAZ Women Assembly 16th to 17th March 2016 conduct by Urat Foundation Peshawar.
* Three days Training of Supportive supervision 16th, 17th, 18th June 2014 arrange by Save the Children (VS) in Swabi.
* Six days training on EDP Enterprises Development Program December 15th to 20th 2003, organized by HDF Mardan.
* Five days training of Adult Functional Literacy Teaching (AFLT) June 13 to 17 2002 conducted by HDF Mardan.
* Four days training on Community Based Management of Acute Malnutrition CMAM 31 March to 3rd April 2011 organized by Rahbar & Unicef in Buner.
* Three days training on community & hygiene promotion, 1st to 3rd August 2008 organized by Rahbar and Abt USAID 2008 in Buner.
* Four Days training on Support Group Methodology & use of IEC Material 6th to 9th February 2007.
* Two days training on Social Mobilization 1st & 6th March 2007 organized by Paiman & Rahbar in Buner.

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| **Training Certificates** |

* Early warning system conducted by Urat Foundation Mardan in 2016.
* Three days training on Android Health Survey conducted by NRSP in Nowshera 2015.
* One-day Phonics training arranged by Tameer-e-Millat TMF in Mardan 2002.
* Four days training on English Communication Course (ECC) conducted by TMF Mardan in 2002.

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| **Competences**  |

Trainer of ToT , Partnership Strengthening, Coordination, Appropriate reporting, Leadership and facilitation, Field Monitoring, StakeholderInvolvement, Team Management and Team Work, Adoption to the Donors, Staff capacity building and motivation raise, Presentations, Speaking and Written skills

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| **Academic Background**  |

* Master of Urdu & Economics
* Bachelor of Economics &Statistics
* Professional Degree PTC

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| **IT-Key Skills& languages** |

IT:MS Word, MS Excel, MS Power Point

Languages: English, Urdu, Pashto

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| **Extracurricular Activities**  |

* Reading informative material
* TV SHOWS
* Traveling
* Sports

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| **References**  |

**Mr. Sarmeer Khan**

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