

1. Name of Staff: Hijab Zahra
2. CNIC#: 12101-0299418-8
3. Date of birth: 19-7-1994
4. Nationality: Pakistani
5. Education: MA (Urdu)
6. Contact: 03350810189
7. Professional Membership: Nil

➤ Other Training:

Teaching in Private school in 2012

Work With East & West SEO Web developing Company since 2014 to 2016 in Dera Ismail Khan

➤ Red crescent trainings 2015 to 2016, in Dera Ismail Khan

➤ Red crescent (NDMA, National Disaster Management Authority) training 2016 in Dera Ismail Khan

➤ Apex TOFT's since May, 2017 in Dera Ismail Khan

➤ LQAS (Lot Quality Accuracy Sampling) in Jan, 2019 in Dera Ismail Khan.

➤ Society for Sustainable Development (SSD) in Feb, 2019 Dera Ismail Khan.

8. Countries of Work Experience: Nil

9. Languages: Urdu, Saraiki, English

10. Employment Record:

Srsp

1 oct 2023 to 29 feb 2024

GBV (Gender Based Violence Project).

Media

F.M 96 DIK

May 2022 - Present | Dera Ismail Khan, Pakistan
Entertainment

Socail Mobilier

SNS

Jun 2023 - Jul 2023 | Dera Ismail Khan, Pakistan
Field Work

Supervisor

Riz Consulting

May 2023 - Jun 2023 | Dera Ismail Khan, Pakistan
Field Work

Community mobilizer

Bureau of statistics

Mar 2022 - Jul 2022 | Tank, Pakistan
Field Work

Enumunator

APEX consulting pakistan
Dec 2017 - Dec 2021 | Dera Ismail Khan, Pakistan
Field Work

Trainer

NFLPY (National Financial Literacy Program for Youth)
Nov 2020 - May 2021 | Dera Ismail Khan, Pakistan
School Sessions

Insurance Officer

EFU Insurance
Sep 2020 - Nov 2020 | Dera Ismail Khan, Pakistan
Marketing

Socail Mobilizer

Society for Sustainable Development (SSD) UNICEF
Feb 2019 - Jul 2020 | Dera Ismail Khan, Pakistan
Field Work

Area Field Officer

APEX Consulting Pakistan
Mar 2017 - Dec 2019 | Dera Ismail Khan, Pakistan
Field Work

Volunteer

Red Crescent
Jan 2016 - Dec 2017 | Dera Ismail Khan, Pakistan
as a Volunteer

Data Entry

EAST and WEST Web Developing and Web Designing SEO Company
Jan 2015 - Dec 2017 | Dera Ismail Khan, Pakistan
Online Work

<p>10. Detail Tasks Assigned</p>	<p>11. Works undertaken that best explains the tasks assigned</p> <p>A. Name of Project/Assignment: Post Polio Campaign Monitoring Financial Support By BMGF at District Dera Ismail khan from May, 2017 to December 2018</p>
	<p>Main Project Features: Eradication of polio virus. Monitoring of the Polio Campaigns.</p>
	<p>Activities Performed:</p> <ul style="list-style-type: none"> ➤ Attend the training course attentively ➤ Become fully familiar with the digital questionnaire ➤ Clear understanding on sampling ➤ Division of work should be proper ➤ Find the appropriate member of household for interview ➤ Follow field protocols ➤ Close coordination with Supervisor ➤ Get qualitative information in field ➤ Introduce yourself properly ➤ Collect data on soft form. ➤ Record the information of refusals on log sheet and submit to supervisor, ➤ Coordination among enumerators and assist other team members in problems ➤ Rapport building in community and households ➤ Complete daily target ➤ Meeting with supervisors in morning and evening ➤ Data uploaded at the end of each cluster ➤ Maintenance of minimum quality work standards of information collected ➤ Data uploading as per contents of the training ➤ Return devices and hard data at the last day of field to the supervisor ➤ Email cluster picture through using mobile devices

10. Detail Tasks Assigned	11. Works undertaken that best explains the tasks assigned A. Type of Project/Assignment: East & West SEO Web developing Company Owner Mr AWAN at Paharpur Dera Ismail khan 2014 to 2016
	Main Project Features: Data Entry on social sites
	<ul style="list-style-type: none"> ➤ Activities Performed: ➤ Attend the training course attentively ➤ Complete training in 1 month ➤ Clear understanding on Data entry ➤ Follow All protocol ➤ Doing work on Microsoft Word ➤ Put All Companies information on social sites pinterst, facebook, brownbook, Twitter etc ➤ All Companies from Uk, Canada, Austrailia, USA, India etc ➤ Submit to manager

10. Detail Tasks Assigned	11. Works undertaken that best explains the tasks assigned A. Name of Project/Assignment: Red Crescent and also known as PRCS in Dera Ismail khan
	Main Project Features: Red crescent Work in emergency, disasters, & other projects.
	Activities Performed: Attend trainings on FIRST AID Learn a lot from trainings about how to give FIRST AID to any person in emergency And also learn how to help ,miss children from there family in disaster Give knowledge about FIRST AID to All communities

Academic Record:

Qualification	Year	Marks	Board / University
S.S.C	2010	633/1050	B.I.S.E, D.I.Khan
F.A	2013	531/1100	B.I.S.E, D.I.Khan
B.A	2015	309/550	Gomal University, D.I.Khan
M.A (Urdu)	2017	383/800	Gomal University, D.I.Khan
P.T.C	2017	629/900	A.I.O.U, Islamabad

CERTIFICATION:

I.Hijab Zahra the undersigned, certify that to the best of my knowledge and belief, this CV correctly describe me, my qualification, and my experience. I understand that any willful misstatement describes herein may head to my disqualification or dismissal, if engaged.