

# IRTIZA MEHDI

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Add: 3/19 Block 3 Liaqatabad, Karachi

## Professional Summary

A committed and professional Monitoring and evaluation officer who has the experience, skills and qualification of monitoring and evaluation across a variety of processes. Can skillfully implement M&E strategies to improve the process of Organization. Has extensive knowledge of data collection and analysis techniques. Can communicate and deliver report to senior management at various stages and is extremely competent in the use of MS Excel , Office and other Research Tools like STATA.

## Proficiencies and Specialties

**Monitoring and Evaluation | Data Analysis | Research |  
| Report writing | Data Management |  
| Team Leadership |**

## WORK EXPERIENCE

**SIDAT HYDER MURSHID ASSOCIATES    15/JAN/2019 – Till Date**



**Communication Support Officer in Polio and Child Routine immunization program by UNICEF**

- Coordinate and support in the preparation, implementation, and monitoring of district PEI and EPI Social Mobilization and communication planning in the assigned district in collaboration with department of health.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for Routine Immunization.
- Ensure the quality of Supplementary immunization activities (SIAs).
- Ensure Monitoring of SIAs.
- Prepare communication plan.
- Prepare SIA Microplaning.
- Ensure training of all staff/ team working in UC.
- Monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level.
- Ensure Daily attendance mark online.
- Maintain reports of activities conducted. i.e Mother Sessions, school sessions and community engagement sessions.

- Conduct Post Campaign Monitoring (PCM) and Lot Quality Assurance Surveys (LQAs).
- Compile data collected on field and send it Via **ODK**.
- Ensure Training of field Team
- Ensure Supervision of Field data collection team.
- Report if any AFP case found.
- Making report of 3 days field activities.
- Areas of Field;
  - Gadap Town
  - Gulberg Town
  - North Nazimabad Town
  - North Khi Town
  - Liaqatabad Town

## **INTERNSHIP**

**AGILITY LOGISTIC (PVT) LTD.****MAY, 2018 – JULY, 2018****Human Resource Department**

- Managing Time Information System (Attendance Software)
- Employee Leave management
- Applicant screening and documents verification.
- Interviews scheduling.
- Making of General Payment Requisition.
- Verify Provident Fund Requests.
- Assigning Training via Company Software.
- Making of latters like Car, Laptop, and Offer Latter.
- Employee Filing.
- Certificate making.
- And other operations of HR department.

## **INTERNSHIP**

**LUCKYONE MALL****DEC, 2017 – JAN, 2018****Marketing Department:**

- Support in Mall marketing activities.
- Maintain Event flow chart.
- Prepare event timeline.
- Support in branding activities.
- Design giveaway distribution chart
- Part of Marketing team
  - Defense Day celebration 2018
  - October shopping festival 2018
  - Quaid-2-Azam Day celebration 2018
  - New Year celebration and Concert.

## **EDUCATIONAL QUALIFICATION**

### **MASTERS IN PUBLIC ADMINISTRATION**

**2017 - 2019**



#### **Major in Human Resource**

- Performance Management
- Compensation Management
- Research Methodology
- Training and development
- Talent Acquisition
- Organizational Behavior
- Industrial Relation
- Total Quality Management

### **BACHELORS IN SOCIAL SCIENCES**

**2014 – 2017**



#### **Major in Economics**

- Micro/Macro Economics
- Pakistan Economics
- Int Economics
- Advance Statistics
- Research Methodology
- Banking and finance

## **CERTIFICATION AND ACHIEVEMENTS**

#### **Diploma in Multimedia Graphics Design from IBA**

- Adobe Photoshop
- Adobe Illustrator
- Web Designing

#### **Certificate in Advance Excel And Research Software STATA**

#### **Represent Eastern Mediterranean University-Cyprus in DAWN Education Expo**

#### **Part of Election Commission Cell in inter university Elections**

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