

# IRTIZA MEHDI

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Add: Fla No B-9 Cosmos Plaza FB Area Block 16, 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

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

## WORK EXPERIENCE

**SIDAT HYDER MURSHID ASSOCIATES    3/MAR/2023 – TILL DATE**



**Community Block Officer in PEI/ EPI Program Funded by UNICEF**

- Plan and develop strategies for engaging Community member to increase their knowledge and understating of Immunization program, Promote Community trust and participation and encourage Behavior change.
- Responsible to plan and organize community mobilization activities such as announcement, community meeting, door to door visits, and community outreach events.
- Build and maintain relationship at community level with stakeholders, community notables, Teachers, Health providers, tribal elders, community representatives, social activists etc.
- Work with community members to identify and address barriers to immunization uptake, including misconceptions and misinformation about vaccines.
- Monitor and report on community engagement activities of Community Mobilizers and outcomes to inform program planning and decision-making
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate Distribution of IEC material distribution among the communities.

**SIDAT HYDER MURSHID ASSOCIATES      15/JAN/2019 – 2/MAR/2023**



**Communication Support Officer in 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 Microplanning.
- 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.

**APEX CONSULTING PAKISTAN**

**2015 - 2018**



- 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 letters like Car, Laptop, and Offer Letter.
- 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

## **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 Election**

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