

Marium Khan

Supervisor

+92.335.5202815

Maryumlalu9@gmail.com

Other, Nowshera, Pakistan

Summary

Dedicated supervisor and monitoring with over 4 to 6 years of involvement in mentoring and retaining high-performing teams. Focused on promoting productivity, quality service, and overall staff satisfaction across all company departments. Outgoing supervisor with few years of contact with streamlining processes boost productivity. Skilled at resolving customer complaints and outlining training programs for new hires and direct reports. Focused on building solid working relationships with staff members, providing outstanding work service, and helping improve work procedures based on visitors responses.

Skills

Coordination Skills | Good Communication | Monitoring Skills | Networking | Report Writing Skills | Team Work | Time Management

Experience

Feb 2023 - Sep 2023

Supervisor

Benazir income support program (BISP), Nowshera, Pakistan

Served as supervisor in Benazir income support program (BISP), heirling by ASK Development. Performed different task as looking after of all stuff present in DRC (Dyanamic Register Center) such water cooler, cupoard, chairs, banners vice versa, performing daily surveys, Reported to the HO on the spot if found and problem. Different reports were submitted to head office for showing progress of the centres. Collaborations with focal persons also.

Oct 2022 - Feb 2023

Supervisor

GIZ Consultant, Nowshera, Pakistan

Served as consultant of GIZ in the Dyanamic Registry programme of BISP (Benazir Income Support program) for the months of contract, performing services of being supervisor of site management of centre in relavant office. Looking after to all the tools, performing surveys on tablet also, submitting daily and monthly reports to HO for progress g.

Feb 2020 - Dec 2021

Supervisor

RIZ CONSULTANT, Peshawar, Pakistan

I have served Riz Consultant in the capacity of Supervisor. My responsibilities comprised of Supervising and collecting Data on Appex Teams, generating reports, and collaborating the same wit HO by visiting the pre-scheduled sites. I generated the reports through ODK on a tablet or mobil after keen observation, checking the maintained records and field performance by the Polio Workers. Another project that I carried out with RIZ consultants was based on Supervision and Collection of Data about Washing and Health Facilities at various BHUs and conveying proper Reports of the proceedings. The sources for appropriate Report Generation included Observation, Record checking, Questionnaire and interviewing the patients visiting the Basic Health

Units about the actual provision of facilities to the affected who sought medical aid.

Education

2023

○ **University of Peshawar**

Masters in Arts

Information Of Sciences

Projects

Oxford Policy Management

<http://Field Monitor>

Oxford Policy Management (OPM) conducted a project (September 2018-july 2020) which I have been a part of as Field Monitor. This included a four-day POS training session at Islamabad. Responsibilities tackled entailed visit to BISP Franchises and concerned banks monitoring the Data and processing, Transaction to beneficiaries and checking its transparency, Biometric Verification, Generation of Reports sourcing interviews and questionnaire from beneficiaries, Data Collection and Processing via tablet using CS Entry. Furthermore, I participated in its Field Monitor Training and the co-operation in the assigned districts of KP on the basis of door-to-door visits for the confirmation of eligible families, and Observation of VET (Waseela e Taleem) in the assigned districts. The Project covered hunting deserving students. Next, (April 2022-october 2023) involving midline, baseline flyre and end line survey. I involved in Post-training Water Sanitation Project (SNG) doing on-call survey vesting in Govt. provided Water Supply and billing. This involved Data Collection via calls and questionnaire and Data Processing through CATI for the welfare of the deserving.

Languages

Pashto
Expert

Urdu
Expert

English
Expert