

# Mouattar Faiz

**Address:** Peshawar  
**Mobile:** +92-332-9397552  
**E-mail ID:** mouattar.faiz@gmail.com

---

**Objective:** Qualification of a position in a well reputed, effective and efficient organization to contribute superior language skills, problem-solving abilities, task management skills, organizational talents, and to contribute to the success of the organization.

---

## Academics

Degree	Major	Result	Institution	Year
M.Sc	Psychology	67%	University Of Peshawar	2016
B.A	Psychology	60%	Govt. City Collage For Girls, Peshawar	2014
F.A	Humanities	63%	Govt. Frontier Collage For Women, Peshawar	2012
Metric	Science	69%	GGHS, BSD Peshawar	2010

## Personal information

Father's Name: Faiz Muhammad  
Date of Birth: 14<sup>th</sup> September  
Domicile: Peshawar  
Nationality: Pakistani

## Language

English, Urdu, Hindko and Pashto

## Computer Skills

MS Office (MS Word, MS Power Point)  
Computer Hardware  
Internet Surfing

## Interpersonal skills

Hard working and dedicated.  
Responsible, self-motivated  
Social and punctual  
Ability to work under pressure.  
Ability to prioritize multiple tasks.  
Ability to work with team.

## Experience

### Project Assistant Data Collection

International Organization for Migration (IOM)  
*August 2022 – September 2023*

#### Key Responsibilities

- Administer questionnaires provided by the programme team and accurately record responses ((i) collect data, (ii) Verify and Properly file, and (iii) Report)
- Conduct interviews in a dignified manner, ensuring that the interviewing candidates meet the criteria set by the project.
- Ensure of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.

- Ensure timely submission of data and proper archiving of forms as instructed by the programme team.
- Participate in briefing and debriefing sessions with the technical team and provide regular updates on progress and challenges.
- Provide relevant input and recommendations to improve data collection and processing throughout the course of the assignment.
- Incorporate gender- and age-sensitive approaches into assigned tasks.
- Escalate concerns or complaints through appropriate channels as instructed during the IOM orientation and training, respecting the privacy and requests of individuals involved.
- Ensure responsible data processing in line with IOM's Data Protection Principles.
- Perform other such duties as may be assigned.

#### Achievements

- 500 selection interviews of effected community conducted for Multi-Purpose Cash Assistance (MPCA)
- 18 case studies developed to reflect different results of project.
- Used latest software such as ODK for data entry.
- 150 individuals of target community interviewed for ILA
- Assisted 04 business trainings to strengthen entrepreneurs of both Refugees and Host community.
- Actively and successfully completed activity of distribution of cash among selected beneficiaries.
- Potential protection cases identified and processed with concerned officer and line manager.

#### **Counselor**

Khyber Teaching Hospital and Dost Foundation

*June 2015-Aug 2015 & Feb 2016- Mar 2016 (Four Months)*

#### Key Responsibilities

- Establish a relationship of trust and respect with clients.
- Agree a counselling contract to determine what will be covered in sessions (including Confidentiality issues)
- Encourage clients to talk about confidential issues they cannot normally share with others.
- Active listening to client concerns and empath their position
- Help clients towards a deeper understanding of their concerns.
- Help clients to make decisions and choices regarding possible ways forward.
- Refer clients to other sources of help, as appropriate.
- Undertake personal therapy (mandatory for accreditation)
- Undertake group as well as individual therapy on occasions.
- Keep records of client handling process

#### **Psychologist (Internee)**

Lady Reading Hospital Peshawar

*Jan 2017-Mar 2017 (2.5 Months)*

#### Key Responsibilities

- Establish a relationship of trust and respect with clients.
- Agree a counselling contract to determine what will be covered in sessions (including Confidentiality issues)
- Encourage clients to talk about confidential issues they cannot normally share with others.
- Active listening to client concerns and empath their position
- Help clients towards a deeper understanding of their concerns.
- Help clients to make decisions and choices regarding possible ways forward.
- Refer clients to other sources of help, as appropriate.

- Undertake personal therapy (mandatory for accreditation)
- Undertake group as well as individual therapy on occasions.
- Keep records of client handling process

### **Pre-School Teacher**

Air Foundation School System

*Mar 2017-Mar 2019 (Two Years)*

### **Psychology Teacher**

Peshawar City College for girls

*Aug 2019-Dec 2019 (Five Months)*

### **Subject Teacher**

ICMS School System Peshawar

*Mar 2021- Jul 2022 (One year & Five Months)*

### Key Responsibilities

- To plan and prepare the assigned courses, lesson plans, assignments, and exams.
- Conduct assigned online and physical classes at the scheduled times.
- Organize educational and national events.
- Contribute to meetings and discussions about teaching methods, schemes of learning, student progress and Subject/Faculty policies.
- Keep parents and line managers informed about student progress/concerns and action taken.
- Organize and participate in Parent Teacher Meetings (PTMs)

### **Certifications**

Certificate in Clinical Psychology

Social Work programme, Shaheed Benazir Bhutto Women University

Certificate of Participation in "Reiki Healing System"

---