**Personal Information**

Name: Naseer Ahmad

E-Mail: [Naseerqau@outlook.co](mailto:Naseerqau@outlook.co)m

Mobile Phone Number 0300-515 50 88

**Ability in Languages / Computer Skills**

Pashto (Native) Good Understating of MS Office

Urdu (National) Internet , Scanning, Photocopy

English (Office and Communication)

**Reporting and Documentation**

**Can Write Daily, Weekly and Monthly Reports (desriptive and figurative in Urdu and English )**

**Academic Qualification**

**M.Sc (Gender Studies)**

**Quaid-I-Azam University Islamabad**

**M.A (Sociology)**

**University of Malakand**

**Summary of Motivation and Interests**

I am interstersted in wotking with organizations that are committed towrards resolving the issues faced by vulnerable and marginalized communities and groups i.e. refugees, Internal or Temporarility Displaced Persons, People with Special Needs , Education for children , Gener Euality Inititavies and Migration. I am a team player am good at working in the field and well as handiling matters at office.

**Professional Work Experience ( Present to Past)**

**Period**

**August 2022 August 2023**

**Job Title: Project Assistant**

**Organization: UN-IOM**

**Responsibilities :**

1. Administer questionnaires provided by the programme team and accurately record responses ((i) collect data, (ii) Verify and Properly file, and (iii) Report)
2. Contact individuals to schedule home visits or phone call discussion for assessment or monitoring activities in relation to programme activities.
3. Conduct interviews in a dignified manner, ensuring that the interviewing candidates meet the criteria set by the project.
4. Ensure of the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
5. Ensure timely submission of data and proper archiving of forms as instructed by the programme team.
6. Monitor the assistance/distribution process and ensure that right candidate will receive the assistance in a dignified manner.
7. Document the activities and provide progress report on the activities to the provincial field coordinator/team leader and the information management team member on daily basis 8. Participate in briefing and debriefing sessions with the Programme Officer and provide regular updates on progress and challenges.

9. Provide relevant input and recommendations to improve data collection and processing throughout the course of the assignment.

10. Incorporate gender- and age-sensitive approaches into assigned tasks.

11. Escalate concerns or complaints through appropriate channels as instructed during the IOM orientation and training, respecting the privacy and requests of individuals involved.

12. Ensure responsible data processing in line with IOM’s Data Protection Principles.

**Period**

**February 2020. Sep 2020**

**Job Title: Education Promoter**

**Organization: International Catholic Migration Commission – ICMC**

**Responsibilities**: **Afghan Refugees Project**

* Assist teams in target areas for implementation of the Education Project in target locations
* Train and facilitate school staff with pedagogies , methods of interactive communication and timely reporting .
* Conduct field appraisals & base line surveys thru participatory approaches .
* Provide facilitation and guidance to stakeholders during field visits
* Organize community groups at village / neighborhood level to promote education , especially girls education .
* Submit report to district manager on daily and weekly basis . Provide regular input to fulfill all data collection & reporting requirements of the project . Take site images to incorporate in report and use for analysis.

**Period**

**Nov 2018 to July 2019**

**Job Title: Community Mobilizer**

**Organization: International Medical Corps - IMC**

* **Responsibilities**: **Afghan Refugees GBV Project**
* Assist team in the identification of active community volunteers for Gender Support Groups – GSG.
* Identify issues, success and develop reports success stories, best practices and lessons learned.
* Referral for Gender-based Violence - GBV cases to psychosocial counselors.
* Provide assistant to field team in conducting awareness session, Gender Support Groups GSGs in meetings, organizing events and imparting trainings at field level
* Conduct awareness sessions and other awareness activities   in project targeted community.
* Help the communities to develop a sense of ownership of the activities in and around their camp and encourage self-help whenever possible.
* Regularly coordinate with communities and act as a link between the community and organization in smooth implementation of projects.
* Will facilitate the community to pass their complaints to the management through CBFRM in a transparent manner.Also give support office staff office management handling calls etc.

**Period**

**Jan 2015 to Feb 2015**

**Job Title: Field Surveyor**

**Organization: International Rescue Committee**

**Responsibilities: Afghan Individuals cash Assessment project**

Field visits , conducting individual and household as well as community respondents using closed and open-ended interview schedules and questionnaires. Data punching and trending. Maintain Database and assist team in negotiating data for project objective. Data collection and management**,**

**Period**

**Nov 2013 to Feb 2015**

**Job Title: Field Surveyor**

**Organization: PAIMAN ALUMNI TRUST ( A PROJECT OF IRC)**

**Responsibilities:** Data collection and management**.**Field visits , conducting individual and household as well as community respondents using closed and open-ended interview schedules and questionnaires. Data punching and trending. Maintain Database and assist team in negotiating data for project objectives

**Period**

**Nov 2011 to Nov 2012**

**Job Title: Office Assistant**

**Organization: Govt Social Welfare Department**

**Responsibilities:**

**Learning professional skills:**

Office Management, Attending phone calss and Task handling. Provided assistance to the Social Welfare Officer in general administration, files maintenance, day to day office work also support the staff.

**Period**

**Nov 2009 to Nov 2011**

**Job Title:**  **Social Organizer**

**Organization**: **Rural Development Organization (RDO)**

**Responsibilities:**

* Execution of the social mobilization strategy at the Village & UC level.
* Promoting volunteerism,
* Winning active participation of the villagers in all Emergency activities and Relief activities.
* Maintaining co-ordination with internal (Area Manager & Project Coordinators) and External (Elected Representatives & Government Departments) stakeholders.

**References:**

**Work**

**Mr. Fahad Abbasi**

**Manager (IMC)**

**Email:fahad.abbasi@rescue.org**

**Mobile : +923158706973**

**Mr. Imdad Khan**

**Team Leader (International Rescue Committee)**

**Email:** [**Imdadkhankhalil@gmail.com**](mailto:Imdadkhankhalil@gmail.com)

**Mobile Phone 0313-3837355**