**NAZIA BIBI**

 **BIOGRAPHY**

**Being a Communication officer and HR Management Practitioner with over 16 years of experience, i have formulated and managed development and humanitarian programs and projects. I strongly feels that i can play a very important role in dealing diversified community for promoting Resilience and humanitarian assistance in his country and all over the world. Although i has experience in working two provinces of Pakistan but his professional skills, proficiencies and competencies are apparent in working the disaster and conflict affect areas of Pakistan. His core areas are to educate students, communities and professionals to adopt right based approach in all social areas of development and Humanitarian assistance**

**Especially promoting resilience at all levels.**

 **CONTACT**

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**Present address**

**House no 337 Sector D4 Street 26 Phase1 Hayatabaad Tehsil and District Peshawar Khyber Pakhtunkhwa Pakistan.**

**LANGUAGES**

**English – Fluent Oral & Written**

**Pashto– Fluent Oral & Written**

**pPUSHTO**

#  WORKEXPERIENCE



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| **KURRUM WELFARE HOME(KWH)****UNICEF +WHO+GOVT+CTC****INTERNATIONAL ORGANIZATION OF MIGRATION (IOM)****SAVE THE CHILDREN****INTERNATION RESUCESS COMMTIEES(IRC)****MERLIN INTERNATIONAL**CAMP ORGANIZATIONBEFARE ORGANIZATION | **ADMIN LOGISTIC AND HR MANAGER** – **MULTI SECTORAL HUMAN DEVELOPMENT INITIATIVE(MSHDI)****August 2020 - Present | Peshawar, Pakistan**Providing assistance in collaborating and networking with key actors, support in project quality and transform the invaluable source of knowledge and coaching, provides technical assistance, capacity building, and training to staff, relevant stakeholders and counterparts in order to support the growth of organization goals and mission.**UNION COUNICAL COMMUNICATION SUPPORT OFFICER (UCCSO)**–**Polio Eradication Project****1 DEC 2014 –1 APRIL 2020 | PESHAWAR, Pakistan**Building capacity of all staff trainings before campaigns and during campaign monitoring and evaluation and support staff and also check and balance and evening meetings. Data sending on area wise from staff then UC wise sharing with Govt Unicef and WHO and planning mapping data base invetions**ASSISTANT FIELD OFFICER(AFO)**– **Pakistan Transition initiative Project****FEB 2013 – NOV2014 | Peshawar, Pakistan**Advise Area Development Officer (ADO) on programmatic strategy, including where to focus Program resources, how to develop operational relationships with the GOP and how to address programmatic challenges as they arise. To assist ADO in planning management monitoring all of project activies.**FLIED PROGRAM ASSITANT(FPA)**– **Mal Nourishments Children Projects** **AUGUST2012 – JAN2013 | SWABI, Pakistan**Support the Teams in all respective districts of SWABI KPK on all training matters including planning, implementation and oversight of training activities at provincial level taking into account the needs of the government institution, Facilitate the team in ensuring effective management, implementation of all trainings in all targeted districts in collaboration with management of the government Health facilities as per work plan focusing on achieving the set outputs and outcome.**FIELD OFFICER –IDPS PROFILING AND VERFICATION** (**IPV) Project****August 2017 – December 2017 | Peshawar, Pakistan**Took the lead in the overall Field and project and implemented activities providing Quality Reports support to supervisor data collection and Data Entry enterprise for promoting and problem solving. Also Provided technical support to related Team leaders. **COMMUNITY OUTREACH WORKER** – **COMMUNITY** **MALNURISHED ACUTE CHILDREN AND IYCF PROJECT (CMAM)****MARCH 2013 – AUGUST2013 | Peshawar, Pakistan**Screening of Malnourished children age6 months to 59months (MAUC)&PLWS.CMAM Activities’ malnourished children pregnant and lactating woman’s Referral of OTPS SEF from community to health facility follow-ups and weekly Report and monthly Reports. **MONITERING AND EVALUTION OFFICER AND SUPERVISOR AND FIELD OFFICER**–1. **JARGA AND GOVERNMENT SECTOR. 2. MEDIA AND RADIO PROJECT.3. ANTIHARRASMENT AND WOMAN RIGHTS PROJECT.****APRIL2012 – OCTOBER2012 | Peshawar, Pakistan**Monitoring overall field staff and then Reporting through format with pictures and proves given to manager and have support also staff into field…. And as field officer taken interview from household and given to supervisor and supervisor support all staff..**HOUSEHOLD INTERVIEWER(HHI)**– **POPULATION,PROFILING,VERFICATION AND REGISTRATION PROJECT(PPVR)****MARCH2011 – MARCH2012 | Peshawar, Pakistan**Provided assistance To supervisor and take interview from household and data validation in hardcopies used interview on PDA GPS and laptops and also have take interview from household and their family and have make roster of all families and support to all staff and have solved all problems and communication… |

 **EDUCATION**



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| **ISLAMIA LAW COLLEGE PESHAWAR****University of Peshawar Pakistan****ISLAMIA GIRLS COLLEGE MARDAN** **University of Peshawar Pakistan****GOVT DEGREE GIRLS COLLEGE MARDAN** **Board of Mardan Pakistan****BEACHON HOUSE SCHOOL SYSTEM** **Board of Mardan Pakistan** **ABBAY COLLEGE LONDON** **INSTITUTION OF Mardan Pakistan** | **LLB (MASTER)**– **BACHALOR OF LAWS**  **September 2010 – August 2013 | Pakistan****BA**– **BACHALOR OF ARTS JANURAY2006– August 2007 | PAKISTAN** **FA**– **INTERMINTED AND SECONDARY SCHOOL CERTIFICATE** **OCT2003– JULY2005 | PAKISTAN****SSC**– **SECONDARY SCHOOL CERTIFICATE****March 2002 – September 2003 | PAKISTAN****HND IN CABIN CREW**– **PASTA INSITIUTION MARDAN****JANURAY2009 – DECEMBER2009 | PAKISTAN** |

 **SKILLS &COMPENTACIES**

**Communication**

**Creativity, Innovation, Teamwork Planning and Organizing Accountability Leadership**

**Technological Awareness Commitment to Continuous Learning**

**MicrosoftWord ****MicrosoftPowerPoint ****MicrosoftExcel ****MicrosoftWindows10 **

**MicrosoftWindows **


#  REFERENCES

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#  SOCIALNETWORK

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**PRINCESSOFWINE77**

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