

Sania Saeed

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Educational Qualification:

- MS in Computer Science- Institute of Management Sciences Peshawar-(InProgress)
- Bachelors in computer science (BSCS)- University of Peshawar
- FSc in computer science Jinnah College For Women – University Of Peshawar

Areas of expertise:

AREAS OF EXPERTISE

- Monitoring & Evaluation & Data Management (MIS)
- Emergency & Humanitarian Response
- Team Building & Leadership
- Livelihood (SMEs)
- Effective Communication
- Software Development
- SQA Engineer/ Scrum Master
- API Testing
- Database Testing

Professional Experience

Project Assistant (Livelihood and Social Cohesion) - Peshawar

International Organization for Migration (IOM) - UN – Sep,2022 to Till date.

Project/ Program- Humanitarian, Resilience and Recovery Unit (HRRU)

Planning, Coordination, Implementation & Monitoring as a Project Assistant

Multi-purpose Cash Assistant (MPCA): Help the management in the beneficiary selection process by interviewing, registering, and profiling candidates in conjunction with governmental and humanitarian actors using the precise vulnerability criteria. planning, coordination, and implementation of a cash-based intervention procedure. To achieve effective, responsible, and timely cash distribution, coordination with financial service providers is required.

Individual Livelihood Assistance (ILA): Use push techniques to take part in analyses of the livelihoods that are required, such as labor market assessments and supply chain mapping. assist the management in locating local service providers to help recipients develop their skills for training in sustainable livelihoods (Vocational Skills Trainings, Job Placement, Enterprise Development, On-Job Training). the execution of all actions covered by the Unit's livelihood portfolio in accordance with livelihood technical tools. Ensure that individuals who qualify for the Business Support Package have the entrepreneurial skills necessary to create jobs and aid in the revival of their economies (BSP). Identification and registration for the Business Support Package of Afghans and members of the host community (new and expansion business). The organization and direction of ILA trainings in the targeted districts. organizing and directing service providers and the field team, facilitating enterprise training sessions, and creating business plans.

Enterprise Development Fund (EDF): Help the management identify pertinent stakeholders and SMEs, and organize orientation sessions to ensure that participants are aware of the EDF EOI, eligibility requirements, and selection procedure as determined by an analysis of the SME market. Assure and assist the pertinent stakeholders, SMEs, and prospective participants with the EDF online registration procedure. In order to ensure transparency and give all qualified businesses an equal chance to apply, make sure that the participation of women-owned businesses, PWD-owned businesses, and businesses employing PWD is strengthened. By providing specialized help to Small & Medium Businesses, make sure the creative livelihood approach (pull strategy) will contribute to economic recovery and the regeneration of the private sector (SMEs). By providing SMEs with help that is appropriate for the context, you can ensure quick and widespread sustainable employment development.

Social Cohesion: Help the management identify key community leaders and other important stakeholders, such as national NGOs, women's groups, and youth committees, to assist in the establishment and maintenance of community coordination mechanisms.

Implementing livelihood and social cohesion initiatives, such as community engagement and social cohesion events, community education programs, and community mobilization initiatives in conjunction with pertinent stakeholders and local authorities.

Monitoring & Evaluation/ IMS: To guarantee consistency and prompt implementation of activities, keep an eye on the performance of service providers. ILA data gathering includes beneficiary profiling, business strategies, and data entry into an information management system (IMS). A unique code that enables real-time tracking should be given to each beneficiary to ensure their privacy and data protection. During livelihood trainings, conduct training evaluations and assist M&E in data analysis. Using methods for developed quality control monitoring, verify SMEs' EDF EOIs. To ensure sustainable employment creation and milestones, sites of SMEs must be verified. monitoring and evaluation that is ongoing throughout the ILA and EDF project's execution and conclusion. Work together with the Information Management (IM) team and field employees to keep beneficiary data current and accurate in the IOM Portal. Assist M&E efforts by performing monitoring

Data Management: Help the management in gathering, assembling, storing, analyzing, and reporting data to ensure the project activities' high quality and secure data. Help the management create a Data Management System (DMS) in close collaboration with an external consultant and an M&E officer. Maintain the DMS, which includes coding, data entry, cleaning, validation, and content updating. the creation of reports and the translation of educational and informational materials. arranging and maintaining project records.

MIS Assistant-Peshawar

International Rescue Committee- (IRC)

Project/Program: Leveraging Inclusive WASH for Empowerment- Pakistan (LIFE)

Timely gathering and compilation of data from field employees for the LIFE project. Evaluate gathered information and transform it into valuable data in accordance with project indicators. Evaluate and improve the processes and procedures for data collection and verification to make sure the system is capturing all desirable data items. To visually depict use trends based on monitoring indicators, review and analyse data. Do any additional pertinent tasks that are required in order to assist the LIFE project's methods for improving data analysis.

MIS Assistant

Center For Public & Policy Research (CPPR)

Project/Program: Women Empowerment

Entering client and account information from source documents in a timely manner assembling, checking for accuracy, and organizing data to get source data ready for computer entry. examining data for mistakes or shortcomings, addressing any incompatibilities, and examining output.

K2X .Tech

Peshawar

Junior SQA Engineer

Reviewed designs and technical specifications and translated them into test-cases maximizing test coverage Worked with Engineering (frontend and backend) in an agile based environment to thoroughly test and verify new features in a timely manner before they are released. Led the company implementation and adaptation of JIRA which reduced the time to create and manage tickets. Utilized Agile Scrum practices to help the team increase their velocity and organized and improved agile practices and values.

Attended Training Courses:

- 1- day training on Be-Safe and active shooters by IOM-UN
- 1- day training on PSEA (Prevention Of Sexual Exploitation and Abuse) by IOM-UN
- 1-day training on Child Protection by IOM-UN

Computer skills:

- MS Word, MS Excel, PowerPoint, In-page, MIS and internet, web database, Google Spreadsheet
- UI Designing/Graphic Designing
- HTML/CSS
- API testing tools

Languages:

- English, Urdu, Pashto and Understand Punjabi as well.

Reference:

- Will be Provided on demand.