(Sehrish Riaz)

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|  Address: Present address: Eman city Quetta  |  Mob. 03128424549E-mail:riazsehrish3@gmail.com     |
| Objectives  |  Seeking to join a progressive position in a new and challenging environment. Actively seeking this dynamic, versatile, and challenging position with your organization in an environment, this will utilize my background and expertise and offer career advancement opportunities  |
|  Personal Informati on  |  Father Name: Malik Riaz CNIC: 33100-47055236 Date of Birth 12/11/1998 Local: District Ziarat Baluchistan    |
| Educational Backgrou nd Last degree   Professional Experience   | B.A (Bachelor of social science) M.A (Master of social science)  Worked with Scap Balochistan as Enumerator in SSB from Nov-21 to March-22 on EPI research piloting with the collaboration of VIAMOB Data collection and feedback from Community at Health facility Daily Data collection of vaccinated children and mothers Submission of daily report to the office Coordination meetings with concern stake holders  Worked as a Monitoring & evolution officer with (Youth Organization) for the project titled TPVICS by the calibration of (AGHA KHAN UNIVERSITY KARACHI) in 13 District. Responsibilities: Assist the data quality assurance Responsible to check the quality of data on the spot of field Cross verify the all teams soft/manual data and activities on the sport Data Correction Data editing though CAPI/TABs and manually Organizing monthly/weekly sometimes-emergency daily meetings with relevant teams  |

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|  | members related to data corrections or activities. Worked as a Monitoring officer With(Youth Organization) for the project titled Stunting prevention project by the calibration of (AGHA KHAN UNIVERSITY KARACHI) in District Quetta & Pishin Responsibilities: Assist the data quality assurance Responsible to check the quality of data on the spot of field Cross verify the all teams soft/manual data and activities on the sport Data Correction Data editing though CAPI/TABs and manually Organizing monthly/weekly sometimes-emergency daily meetings with relevant teams members related to data corrections or activities. Preparing weekly, monthly and qu Worked as Deck data Editor/validation officer with (Youth Organization) for the project titled Stunting prevention project by the calibration of (AGHA KHAN UNIVERSITY KARACHI) in District Quetta & Pishin Responsibilities: * Assist the data quality assurance
* Responsible to check the quality of data on the spot of field
* Cross verify the all teams soft/manual data and activities on the sport
* Data Correction
* Data editing though CAPI/TABs and manually
* Organizing monthly/weekly sometimes-emergency daily meetings with relevant teams members related to data corrections or activities.
* Preparing weekly, monthly and quarterly project progress report.
* Report to AKU

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|   |   Worked as a Research assistant With TRUST for Vaccines & immunisation (TVI) for the project titled Stunting prevention project by the calibration of (AGHA KHAN UNIVERSITY KARACHI) in District Quetta & Pishin Responsibilities: * Quantitative data collection Pregnant women & <12children from LHW
* Identification and qualitative data of pregnant women and <12child
* Mobilization for data and anthropometry
* Distribution of Nutritional supplements for PW
* Mobilize for follow-up of PW
* Documentation
* Reporting for supervisor and team leader ✓ Extra task from supervisor.
* From 1st August to 31 January 2019

 Extra task off validation  |

✓

Assist the data quality

assurance

✓

Responsible to check the quality of data on the spot of field

✓

Cro

s verify

all

teams soft/

manual data

and activities on the sport

✓

Data Correction

✓

D

ata editin

g though CAPI/TABs and manually

✓

Organizing monthly/weekly sometimes

-

emergency da

ily meetings with relevant

teams’

members related to data corrections or activities.

✓

Preparing weekly,

monthly,

and quarterly project progress report.

✓

Report to AKU

Responsibilities

✓

Mobilization

✓

House

hold data collection

✓

Anthropometry of <5 child and WRA

✓

Blood sample

✓

Water

sampling

✓

Salt testing

✓

Overall, Data collected on Android Devices

✓

Data Editing

✓

Syn

chronization of data

✓

Reporting

▪

Worked as

enumerator with

(

Sosec) in enhance nutrition project for mother

and child in

district ziarat

✓

Conduction of FGD with L

HWs and wi

th community

✓

Collection data complete study questionnaire…

✓

Responsibilities of

line listing of structures and household on pre structured on

hard forms

✓

Conduction of FGD in Different area of district ziarat

✓

Ensure appropriate documentation of

all activi

ties

✓

Other tasks assigned by team leader/manager

Worked as a enumerator with S

osec (ICON) in enhance nutrition project for mother

and child in 1 month district ziarat

Responsibilities

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✓

Collect data of disability persons from random house hold

in hard f

orm

✓

Height weight

✓

line listing

✓

Mobilization for data

✓

Reporting Extra tasks f

rom team leader

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Worked as a enumerator with(Sosec) in enhance nutrition project for mother

and child in district ziarat

✓

Conduction of FGD with LHWs and with commu

nity

✓

Col

lection data complete study questionnaire…

✓

Responsibilities of line listing of st

ructures and household on pre structured on

hard forms

✓

Conduction of FGD in Different area of district ziarat

✓

Ensure appropriate documentation of all activities

✓

Oth

er tasks a

assigned by team leader/manager

Work

ed

as a Community Social Mobilization

n officer with Human Aid Focus

Organization

at

District Ziarat on

Reproduction

project

Responsibilities

:

Monitor and supervise leady health workers session at distract level

Collection of monthly report

❖

Conducting Situational Analysis through PRA, RRA and Poverty S

core Card in the

communities Organizing Community Based Organizations (COs) and mobilizing

the communities for carrying out the project activities

❖

Participating in the preparation of benchmarks and monitoring plan for the project

components

❖

Building cap

cities of Community Organizations

❖

Facilitating the communities in formulation of Village Development Plans and

conducting Village Assemblies

❖

Facilitate the communities in identification of Community Physical Infrastructure

❖

Facilitate the community

y in Project Planning, Implementation and Monitoring and

Evaluation

❖

Assisting in the Training Need Assessment of the potential trainees and

participating in the selection process of the trainees for capacity building and

Livelihood trainings

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|  | * Participating in monitoring activities against the benchmarks and according to the monitoring plan for all the project components
* Providing inputs for monthly progress reports 11) Providing inputs for an interim report on the achievements of the project and the lessons learnt, by each quarter ❖ Base line survey for village profile
* Formation of CO and VO
* Awareness about Reproductive Health
* Health Kits provision and monitoring
* Mother and child health improvement
* Report writing
* case studies
* Newsletters
* photo stories
* consultation with IPs
* monthly supervision
* monitoring of IPs VHCs
* monthly work plans collection
* Record keeping

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| ✓ Worked in surveys  |

* Worked in Nutrition survey on mother and child health in District Ziarat (1 month survey) (Social Sector development org)
* Baseline survey of health and hygiene of mother and child in district Ziarat (45 days survey) (Icon org)
* Focus group discussion on Mother and child Nutrition, health and hygiene in district Qila Saifullah, district Zhob (8 days survey) (Social Sector development org)
* Stunting prevention (cluster control randomized research trail) From AKU
* Worked as a data Editor with deferent projects of AGHA KHAN UNIVERSITY HOSPITAL in Baluchistan and AKU

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| Trainings and certificate  |

* 10 days TOT training on Reproductive Health and Rights From ACT(UNFPA)
* Certified with women’s day inspiring change
* 5 days Management and leadership skills from WESS
* Policy making training
* Stunting prevention training (two times)
* Nutrition survey on mother and child health in District Ziarat (1 month survey)

 * Validation training (Management Skill) AKU/TVI
* Data Editing training from Agha Khan university Hospital
* Integrated maternal, newborn & child health care project in Baluchistan. From (save the children)
* policy making / legislative process and accountability mechanisms (USAID) WESS

(citizen voice for enhanced and effective legislation and accountability PROJECT) * Right Based approach (citizen voice for enhanced and effective legislation and accountability project Baluchistan) from USAID
* Management and leadership skills certificate on citizen voice for enhanced and effective legislation and accountability project Baluchistan
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|  | * Baseline survey on health and hygiene ✓ 10 days training on RHR at Islamabad
* Nutrition training from Sosec
* Qualitative and quantitative from Sosec
* FGD arrangement and management
* Group session on health and hygiene
* Household line listing from (AKU)
* Youth activism training from WESS
* Security training from Pakistan NAVY
* Change maker(youth leader ship) training from ECI(Empowerment though creative integration)
* Defense training from Navy Pakistan

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| I: Firsts AID training from Pakistan Navel defense Rescue services |
| II: Training of war (Air crept, ground war, water war, chemical war) |
| III: Rescue services training from Pakistan Defense |

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|  Areas of Effectiv eness & Skills      |  * Strong analytical and problem-solving abilities.
* Self-motivated and able to work well with minimum directions
* Creative and able to initiate and organize projects from the conceptual stage Through implementation and evaluation.
* Good judgment, ability of initiative, high sense of responsibility, financial management of organization & remarkable negotiating skills.
* Extensive ability in conduction of training.

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|  Languagees  |  * Pashto,
* Saraiki
* Sindhi
* Panjabi
* Urdu
* English
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| Special Skills  |  |  * Profound ability to deal effectively with customers and employees

•Able to type 60 words per minute, MS office, PowerPoint, outlook. internet, in page, MS Office * Excellent skills in organization and prioritization of work
* Very skilled in writing and designing informational literature for instance flyers, brochures, messages, letters, newsletters, and handouts
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|  Referentces  |  Name Amjid Hussain 03343374117  Data Manager Agha Khan stunting prevention (TVI/Youth org) project University hospital Karachi Name Asmat ullah District Manager (Stunting prevention project) Agha Khan University hospital Quetta  Name Bushra M&E WFP (world food program) 03322977455      |