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|  | **Personal Information** |  |  |  |  | **WORK EXPERIENCE** |  |

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| **Syed Shariq Gillani**  **CNIC**# 17101-7594147-7  **Data of Birth**: 03-Aug-1997  **Contact: +923149009189  +923369903198**  **shariqgillani98@gmail.com**     |  |  |  | | --- | --- | --- | |  | **Profile** |  | |  |  |   Diligent and innovative professional with about 7 years of invaluable hands-on experience in social and humanitarian sector in multiple well reputed organizations, efficient in Monitoring & Evaluation, Protection case management, Database Management & Social Mobilization. Excellent in working to achieve a certain objective on time with excellence.   |  |  |  | | --- | --- | --- | |  | **ADDRESS** |  | |  |  |   **Permanent address:**  **Street 5B, canal town, Nasirbagh road, Malakandher, Peshawar.**       |  |  |  | | --- | --- | --- | |  | **Surveys** |  |   Supervised Third Party Monitoring survey conducted by **VTT GLOBAL** of WFP food distribution activity in District: KHYBER.  Field Monitor in survey conducted by **Micromerger (Pvt.) Ltd**. On Third Party Field Monitoring in District Charsadda  Team lead in survey conducted by **NRC** oncommunity engagement and accountability in District Peshawar       |  |  |  | | --- | --- | --- | |  | **Skills** |  | |  |  |   **Ms Office** – Advanced  **Data Analysis** – Advanced  **Communication Skills-**Advanced  **Reporting Skills-** Advanced  **Multilingual-** Expert  **Intercultural Management-**Expert  **Client Orientation**- Advanced     |  |  |  | | --- | --- | --- | |  | **Trainings** |  |   Training On Prevention Of Sexual Exploitation and Abuse  **(UNICEF)**  Training On Education in Emergency and Child Cantered Disaster Risk Reduction **(UNICEF)**  Training On Humanitarian Standards of Inclusion for  OP’s & PWD’s  **(HELPAGE Int)**  Training On Humanitarian Standards of participatory approach  **(HELPAGE Int)**  Training On Landmine Risk Education  **(PDMA)**  Training on Principles of Emergency Management and Responsibility of Emergency Response Unit  **(PRCS)** | **Data Assistant june-2023 (Active)**  **(Tehsil City)**  Chip Training and Consulting  Peshawar, KPK, Pakistan   * Proficiently supervising data collection & analysis processes; preparing daily data of employee attendance in IDIMS database. Methodically removing discrepancies from IDIMS and other datasets. * Developing data visuals (Presentations) on multiple data and business intelligence tools of pre, intra and post campaign phases according to the standards of EOC and WHO for review meetings. * Preparing risk assesments to highlight performance of UC’s on basis of their achievements against the targets depending on several other factors that directly relates with operational activities. * Prudently compiling, analysing and evaluating data related to polio campaigns. Preparing reports and ensuring use of latest datasets as well as implementing major changes as required. * Visualizing datasets on different tools like looker studio, Tableau, Power BI, Power point as per requirements. * Sharing different reports on daily, Biweekly, Bimonthly basis with the concern Stake holders and managing datasets and records of ongoing operational & Communication activities of concerned tehsil. * Training & Capacity building of UC staff on reporting tools to improve data accuracy, relevancy and complacency.   **Monitoring Officer sept-Oct 2022**  **(District Charsadda)**  Micromerger Pvt. (ltd)  Charsadda, KPK Pakistan  **Key Responsibilities:**   * Conducting regular field visits as per travel plan with the expectation to spend around 90% of time in the field. * Monitoring of all the ACSM related activities in Pre, Intra and Post campaign activities and reported the findings on NEOC app and other specified tools for reporting. * Coordinated conducted field monitoring of the implementing partners (different departments for which third-party is providing funds for projects). * Followed the checklists prepared in coordination with third-party and reported back daily (or as agreed with third-party) to Monitoring & Reporting Officer and Provincial Field Coordinator with findings, as per the approved schedule of reporting and field visits. * Documented case studies, lesson learned or any good practice in respective area (one for each month). All these documents were shared in form of a comprehensive report. * Attended meeting on daily basis during TCV-campaign and raised observations/gaps to DHO, Epi coordinator, AEFI Focal person and other government officials related to the health department for immediate solution.     **Community Mobilizer Apr-July 2022**  Women Empowerment Organization.  Peshawar, KPK Pakistan.  **Key Responsibilities:**   * Liaison at field level with all relevant stakeholders, District administration, District police, Afghan Commissionerate Etc. for the successful implementation of project interventions. * Facilitated & supported Project Manager regarding social cohesion activities, Peacebuilding, conflict resolutions, conflict management & provided her all-technical support in the development of business process, activities planning, contingency plan, implementation and other field related activities. * Liaison closely with the existing community organizations (Cos), Village organizations (VOs), Parent teacher councils (PTCs), Dispute resolution committees (DRCs), Religious leaders, government elected representatives, Youth groups/ committees etc. for the successful implementation of social cohesion interventions in accordance with the agreed detail implementation plan (DIP). * Establishing/re-activation/ strengthening of community groups as peace building committees, youth groups/ committees and women committees/groups, existing Jirga structures at project targeted areas to enhanced social cohesion & peace within communities/multiple tribes. * Implementation of social cohesion, peace building and conflict resolutions related activities through existing structures or new established structures. * Conflict resolution if faced during the project implementation among the beneficiaries on the project activities through social conflict resolution process.   **RFL Focal Person jan-021-Mar-022**  **(District Peshawar)**  Pakistan Red Crescent Society  Peshawar, KPK Pakistan.  **Key Responsibilities:**   * Conducting multiple trainings and workshops on RFL for youth, teachers, government officials, and community leaders from different backgrounds. * Facilitated & supported Project Manager regarding social cohesion activities, Peace building, conflict resolutions, conflict management & provided her all-technical support in the development of business process, activities planning, contingency plan, implementation and activity-based costing (ABC), & other field related activities. * Initial contact with the target communities for the introduction of the Project and informing the communities of the social organization strategy of the Project. * Conducting and Delivering RFL-Sessions in refugee camps and as well as in local community. * Building close partnership with the target communities through regular meetings with them on appropriate intervals. * Doing follow-up of RFL-Cases and RCMs in addition with maintaining records/files. * Staying in direct contact with RFL beneficiaries, RVA's & Social Enumerators. * Creating Session reports and Highlighting core issues of the community. * Ensuring inclusion of all age groups in RFL-Sessions. * Close coordination with other team members in the implementation of project activities to achieve targets in the stipulated timeframe. * Developed multiple success stories/activity reports and proper documentation of project activities.       **Database Officer Feb-Dec 2020**  Women Empowerment Organization.  North Waziristan, KPK Pakistan.  **Key Responsibilities:**   * Acted as a focal point/central instrument for the collection, analysis and dissemination of information relevant to the project activities * Organizing, designing and carry out the evaluation and analysis of datasets related to the project. Consolidating operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collection * Participated in the development, implementation and management of new indicators. * Understanding, document and ensuring the quality of high-value data for accuracy, consistency and comparability * Provide overall quality control and ensure content is current, comprehensive and follows relevant metadata standards * Supported the project manager with producing reporting templates as well as reports, such as situation reports and briefing papers for head offices, government, donors and other stakeholders * Revising the method of correspondence and communicating between data management staff and external stakeholders. * Updating WFP online management system (FFA-Live) month wise output summary, monthly planned & achieved summary of Capacity Building and Structural activities, Bank paid list, Cash Disbursement Report (CDR) and Monthly Distribution Report (MDR) as according to the WFP standards. * Managing help desk at distribution point to record grievances of beneficiaries and updating dataset of each household as per Bank Record and updating them on daily basis during the period of Cash Disbursement   **Protection Case Worker. June-Oct 2019**  Pakistan Red Crescent  Peshawar, KPK, Pakistan.  **Key Responsibilities:**   * Assessing cases and compiling case reports containing relevant information. * Providing support, guidance and counsel to families in need. * Making referrals or introductions to other agencies. * Scheduling and escorting individuals to appointments with legal aid worker, counsellors, doctors, etc. * Monitoring visits between at-risk or fragile children and family members. * Motivating individuals to participate in rehabilitation programs. * Providing case management services through high quality and confidential interventions in line with minimum standards for service provision and PRCS/IRC’s case management SOPs. This will include assessment of needs, development of an action plan, conducting referrals to relevant services, implementing the action plan and ensuring appropriate follow up and case closure when appropriate. * Receive referrals from different agencies; develop an action plan and appropriate response to each case. Ensure that informed consent/assent is taken before opening a case, and prioritize intervention according to risk level, assess received cases and take immediate action to address urgent situations. * Provide age-appropriate counselling for vulnerable through the implementation of tools developed for caring related to protections * Ensure the utmost confidentiality of case management data and information throughout the case management process; including protection referrals. * Send referrals to relevant agencies through the referral pathway and according to the action plan developed with the survivor, attend case conferences with relevant key actors when needed, while ensuring a survivor-centred approach * Raise gaps in GBV response services and referral protocols to the Protection Officer and Project Officer.   **Livelihood Assistant. Nov 2018-May2019**  Pakistan Red Crescent  Peshawar, KPK, Pakistan.  **Key Responsibilities:**   * Worked with vulnerable groups (women, children, PWDs, old age people, minorities etc.), ensured engagement and their representation in the overall project implementation. * Conducted regular visits to project sites to carry out process of monitoring for all the livelihood activities as well as gathered feedback from the beneficiary community about the implemented project activities and submission of detail report about the activities. * Attend and observe each process and activity prior to grant implementation to ensure transparency and Quality of work. * Attend and observe Community Consensus and Project Committee meetings and documented proceedings, decisions made and level of community participation * Conducted field visits to assess, implement and monitor all the livelihood activities as much as possible an age, gender and diversity approach, in order to fully understand community needs and priorities. * Identified and assessed the needs of various communities and suggested possible solutions in coordination with Project Officer. * Supported, in coordination with Finance and Logistic, the implementation of the business grants project and ensured PRCS/IRC SOPs are followed. * Developed monthly visit plans on assessing and following up businesses development in coordination with Project Officer. * Ensured dissemination of clear and reliable information on livelihoods service provision and other pre-selected key topics. * Conducted monitoring of activities, recorded feedback (comments, suggestions) and reported results back to Project Officer.   **IT Subordinate. Feb 2017-OCT 2018**  Frontier Group of Industries  Peshawar, KPK, Pakistan.  **Key Responsibilities:**   * Data entry And Data Analysis on daily basis of company’s multiple departments on ERP. * Maintaining records and files in proper manner in hard by following complete Data & Records Management protocols. * Regular backup of server data from main domain, backup of databases. * Analysis of monthly reports on prescribed formats. * Trouble-shooting in terms of Networking, Hardware and Software. * Service and maintenance of IT related equipment’s. * Scanning of data and reports. * IT set up for high profile meetings/events, workshops and seminars. * Provided support in Procurement of IT equipment. * Downloading Latest antivirus updates and scanning of servers for viruses. * Implemented, maintained and configured all standard organization software’s. * Maintained inventory of the all IT related equipment installed at the premises.  |  |  |  |  | | --- | --- | --- | --- | |  | Education |  | | |  |  | | |  |  | | | **Bachelors** (Sociology, International Relations)  (Bacha Khan University). | | | 2019 | | **Faculty in Science**  New Muslim College, Charsadda (BISE Peshawar). | | | 2016 | | **SSC**  Anglo Arabic Public Secondary School (BISE Rawalpindi.). | | | 2014 |          |  |  |  | | --- | --- | --- | |  | **Computer Certificates** |  | |  |  | |  |  |  |   **Diploma in Information technology 2019 – 2020** |

**Reference:**

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