

Waqas Khan Kasi

Hudda Mano Jann road killi Arbabaan, Quetta
CELL NO: 0092 313 8555818/ 0092 334 1274165
Email: waqaskhankasi93@gmail.com
waqaskhan.kasi92@gmail.com

PROFILE

To take a challenging position in an esteemed organization with devotion and determination to enhance my skills and knowledge in the best interests of the organization, for my personal and professional growth. Join a development/humanitarian organization to contribute professionally in the realization of organization's vision. I am a young and motivated development/humanitarian professional who has hands on experience of diversified environment in terms of the program's theme and its Geographical location. As a professional, I draw my strength from strong analytical and communication skills along with sound persuasive abilities.

PERSONAL INFORMATION

Father Name	Muhammad Ayaz Kasi
Marital Status	Single
Nationality	Pakistani
Date of Birth	02/09/1993
CNIC No	54400-1837376-5
Total Working Experience	Almost 5 Year Experience in Social Sector on different positions

EMPLOYMENT HISTORY/ WORK EXPERIENCE

1- COMMUNITY OUTREACH FACILITATOR & DATA ANALYST

NGO- Water Environment and Sanitation Society (WESS)
GIZ Funded.
(July 2022)

JOB RESPONSIBILITIES

- Conducting baseline/diagnostic surveys.
- Endure conduction of Local Education Council meetings (LEC) in twenty-eight girls and Boys High schools
- Establishing a network of community leaders, members, groups and committees for increased attendance in evening prayers.
- Ensure necessary arrangements for monthly awareness sessions both for men and women

- Responsible to coordinate with Community Education Committees of 13 locations for conducting the CECs meetings per work plan.
- Develop partnerships with local CBOs and NGOs for improving community mobilization.
- Organizing and conducting stakeholder workshops in the project area for situation analysis.
- Formation of broad-based community organizations.
- Strengthening the formed community organizations through various community management Skill trainings and regular follow up visits.
- Fostering effective and purposeful linkages of the formed organization with the service delivery organizations/ agencies.
- Target population in Quetta District has optimal access to basic education and literacy by 2022/2023
- To improve the livelihood of host and refugee communities through skill development programs by 2022/2023
- Improved practices towards protection in target area of Quetta by 2022/2023
- Helping communities to plan and manage their own development. It means that turning communities from being a submissive recipient to an active participant.
- Monitoring and supervising the infrastructure schemes implemented by the project.
- Coordinate with Project Manager for preparing the annual community mobilization plan for Catchment areas, keeping in view the needs of the community and by means acceptable to the community required for identification and selection of beneficiaries both for formal and non-formal education program.
- Coordinate with Project Officers for planning and implementing community based activities of education and protection component.

2- RESEARCH ASSOCIATE

NGO- Society for Community Strengthening and Promoting Education in Balochistan (SCSPEB)

Local NGO (GPP Project)

(May – July 2022)

JOB RESPONSIBILITIES

- Contribute to new and ongoing research on various aspects of Green Line Local Bus Services and their potential relevance to and implications for Balochistan
- Contribute to the development of concept notes, policy briefs and proposals for materializing projects under PPP Mode
- Provide administrative support to Green Line/PPP team including organization of meetings, workshops and coordination with government departments and development partners
- Collect primary and secondary data for supporting research work of the Green Line/PPP team
- Carry out any other duties as required by team leader for the efficient operation of the unit in a continually evolving environment.
- Draft either the whole or appropriate section of project proposals, project documents and research reports.
- Review of data base on the state-of-the-art information on practices of data base management, develop in presentable format and prepare reports in various formats including graphs, charts, matrix etc. as required.
- Collection of primary and secondary information from the central level, regional as well as community level.
- Carry out overall planning of the project in coordination with supervisors and technical experts.
- Carry out desk analysis of the data/information and interpretation of data.
- Prepare and present reports and other deliverables for the project.

- Support NDRI Management for institutional capacity building for Quality Control and Quality assurance for research and publication.
- Performs any other assignments/tasks instructed by ED, Program Coordinators and other Senior Staffs. Priority will be given to those who have sound knowledge on overall project execution and reports writing.

3- DATA ANALYST & CALL CENTER ASSISTANT

**NGO- Commisionerate Afghan Refugees (UNHCR)
DRIVE Exercise (POR Renewal)
(March 2021 – December 2021)**

JOB RESPONSIBILITIES

- Answer incoming calls and respond to customer's emails
- Management and resolve customer complaints
- To handle inbound and outbound calls to and from Undocumented Afghans living in Pakistan
- To support the documentation process by ensuring all calling Undocumented Afghans have a clear understanding of the SOPs to be followed in order to obtain Afghan Citizen Cards (ACCs), including documentation required, timelines for issuance of ACCs and grievance redressal mechanisms in place
- Refer those that Undocumented Afghans that have applied to the NADRA SMS number for update on application status
- Liaise with CAR Field Monitoring Associates at the 21 NADRA documentation centers on a regular basis, and particularly for update on unique applications that take longer than usual to process
- To ensure that calling Undocumented Afghans have a clear understanding on who to contact for further information regarding their specific and unique concerns that may not be addressed through the regular channels
- Gather issues and complains of the Undocumented Afghan through incoming calls and report it to manager in CCAR Islamabad office
- Revert back to the Undocumented Afghans through phone calls who have been registering for information need with effective and complete information.
- Work in tandem with Program Officer and Communications Analyst in order to correlate the information collected through the call centers with the Media Campaign to support the documentation exercise as well as highlight gaps and issues.
- Maintain quality standards for all incoming and outgoing calls.
- Maintain a basic sheet on profile of Undocumented Afghans that call in format provided

4- PROJCT OFFICER/COORDINATOR

**NGO- Pakistan Alliance for Girls Education Islamabad
JICA Funded
(March 2019 – February 2021)**

JOB RESPONSIBILITIES

- Assisting in the development and implementation of program activities, ensuring they align with PAGE's mandate and strategic objectives.
- Collaborating with project teams to ensure timely and effective program implementation.
- Participating in the planning and organization of workshops, training sessions, and awareness campaigns.

- Providing administrative support, including arranging meetings, preparing agendas, and taking minutes.
- Assisting in budget monitoring, financial reporting, and procurement processes related to program activities.
- Collecting, organizing, and maintaining program-related data and information.
- Supporting the preparation of program reports and updates for internal and external stakeholders.
- Coordinating communication between various units and stakeholders involved in program implementation.
- Liaising with relevant government agencies, NGOs, and partners to enhance program collaboration.
- Compiling and disseminating relevant information, best practices, and lessons learned from program activities.
- Contributing to the development of knowledge management tools and resources.
- Assisting in the planning and implementation of capacity-building initiatives for PAGE staff, partners, and beneficiaries.
- Supporting the delivery of training sessions and workshops on relevant topics.
- Participating in the monitoring and evaluation of program activities to assess progress and impact.
- Contributing to the identification of challenges and proposing solutions for program improvement.

5– ASSOCIATE (GBV)

LOCAL NGO- AZAT Foundation (March 2018 to January 2019)

JOB RESPONSIBILITIES

- Contribute to analysis of GBV trends and gaps, including by assisting with drafting briefing notes and analytical reports.
- Contribute to support other sectors/units on GBV risk mitigation under overall guidance of Associate Protection Officer or Associate GBV Officer / Protection Officer or GBV Officer. Contribute to the design of GBV prevention, risk mitigation and response interventions.
- Support in providing technical guidance to partners and government counterparts on GBV minimum standards under overall direction of the supervisor.
- Contribute to GBV partners' monitoring by undertaking regular field visits and drafting monitoring reports; Provide inputs to donor reports;
- Provide GBV case management services for survivors at high risk and/or other complex cases (if relevant in operation) and follow-up with other units/partners as relevant;
- Ensure technical supervision of UNHCR staff providing GBV case management (including coaching and implementation of staff care strategies);
- Support GBV capacity building initiatives, including on GBV safe disclosure and referrals.
- Ensure the wishes of survivors are prioritized as per the survivor-centered approach.
- Enforce compliance with, and integrity of, all protection standard operating procedures for GBV as well as the GBV minimum standards and Guiding Principles.
- Ensured on time distribution of food commodities.
- Identifying GBV prevalence through secondary data analysis, types, risks in the environment, and barriers to accessing services through basic, secondary gender analysis (e.g., a desk or literature review).
- Identifying, mitigating and reducing relevant project and sector-specific GBV risks.
- Seeking out local Women's Rights Groups and activists who can bring a gender lens and contribute their perspectives of potentials for harm of GBV.

- Conducting basic referral service mapping to develop (or update if one exists) a list of referral services.

COMPUTER COURSE (Diploma)

Excel Technologies and Informatics Quetta Government Arranged School (March 2014 to December 2014)

- Learn computer skills
- MS Office including (MS Word, MS Power Point, MS Excel & Access)
- Printing and copying
- Email
- Internet browsing
- Window Installation
- Peachtree
- Typing
- Basics of computer software and hardware
- Professionally work in office
- Data record keeping

PERSONAL SKILLS AND TRAITS

- Ability for analytical, independent work in an organized manner.
- Team player to solve professional problems/hurdles.
- Can work under pressure.
- Negotiation and influence skills.
- Strong analytical, critical thinking, research and report writing skills as well as excellent presentation and facilitation skills.
- Independent, self-starter and creative
- Ability to work under minimum or no supervision
- Team player and ready to work in and contribute to team building environment
- Team builder, appreciates cultural diversity and inclusion, safeguarding/ protection issues etc.
- Computer literate with good presentation skills
- Excellent written and verbal communication skills
- Self-motivated problem solver with proven leadership and collaborative abilities.
- Enthusiastic and able to achieve rapport with prospects easily.
- Want to work with a dynamic and progressive organization that offers learning opportunities.
- Enthusiastic and able to achieve rapport with prospects easily.
- Interested in reading Urdu and English newspapers.
- Fast learner and can pick and understand everything easily.
- Good personality and Communication skills.

OTHER INFORMATION

- Ability to work long and odd hours, including weekends
- Confidentiality
- Honesty
- High levels of integrity

Trainings

- Attended one-week training at Quetta on Environmental Issues conducted by Department of International Relations (BUIITEMS)
- Attended three days training at Quetta on Food Insecurity conducted by Department of International Relations (BUIITEMS).
- Attended 2 days training at Quetta on Time Management and Stress Management conducted by Department of International Relations (BUIITEMS).
- Attended 3 days training on Community Management Skills Training from WESS in collaboration with GIZ
- Attended One Week Training on “EPI Vaccination” Conducted by Provincial EPI Baluchistan.
- Five days training workshop on,” Role of Social Organizer and Conflict Resolution “organized and conducted by society for Environmental Awareness (SEA) at Quetta. Volunteer.
- Attended three days training on Non Formal Education from NGO WORLD and PAGE
- 2 days training on “Understanding the Complexities of Identity, Social-Cohesion & Fostering Resilience” by Water Environment and Sanitation Society and GIZ
- 3 days training on “Capacity Building and Management Skills” organized and conducted by Water Environment and Sanitation Society (WESS) at Quetta.
- 3 days training on “Community Management Skill and Refugee Management Support” organized and conducted by Water Environment and Sanitation Society at Quetta
- Fifteen days training on “Leadership and Personality Grooming Course” organized and conducted by Pakistan Air Force at PAF Base Samungli.
- Seven days’ project work on Certificate of Participation for Students organized and conducted by “Science Olympiad at Islamabad.
- Five days training on “English for Academics Purposes” under Transforming English Language Skills (TELS)
- Fifteen days training on “NADRA Database Portal” for Afghan Refugees Card registration organized by Commisionerate Afghan Refugees

EDUCATIONAL QUALIFICATION

- Bachelors (BS Hons) in Humanities (Arts and Social Sciences) from BUIITEMS Quetta.
- Bachelors (BA) in Political Science and Sociology from UOB Quetta.
- FSC (HSSC) Pre-Medical from Fazaia Intermediate School and College Samungli Quetta.
- Matriculation (SSC) Science from Fazaia Intermediate School and College Samungli Quetta.

LANGUAGE SKILLS

Languages	Reading	Writing	Speaking
Urdu	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent
Baravi	Average	Average	Fluent
Farsi	Average	Average	Average
Pashto	Fluent	Fluent	Fluent

REFERNCES

Will be furnished upon request