

## ZAKIA BATOOL

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### Profile

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*Experienced field monitoring and communication officer with over 5 years of experience of tracking and reporting, management and developing performance metrics. Forward thinking and strategic with a comprehensive view of aims and objectives of the project, including how to accurately measure progress beyond simply reporting numbers.*

### Education

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- **Master of Philosophy M.Phil. ( International Relations)**

*University of Management and Technology Lahore (2020-2022)*

- **Master Of Science (Gender and Women Studies)**

*Allama Iqbal Open University Islamabad (2016 – 2018)*

- **Bachelors of Arts (B.A Psychology)**

*FG College for Women Skardu, Gilgit Baltistan, Pakistan.*

*Karakorum Intermediate Board, Gilgit Baltistan, Pakistan (2014-2016)*

- **Intermediate (Humanities Group)**

*FG College for Women Skardu, Gilgit Baltistan, Pakistan.*

*Karakorum Intermediate Board, Gilgit Baltistan, Pakistan (2011-2013)*

- **MATRICULATION (Science)**

*Public School and College Skardu, Gilgit Baltistan, Pakistan.*

*Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan (2009-2011)*

### Career Summary

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#### **Hashoo Foundation Lahore**

**Social Mobilization and Reporting Officer (BR-SEED Project) January 2021 to March 2022**

*I have been working for the Hashoo Foundation project of Building Resilience for Skills Enhancement and Entrepreneurship Development (BR-SEED) supported by GIZ aims to address such problems of returnees from Europe (including 70% from Germany and other European Countries and 30% from Local Communities central Punjab six Districts), the project goal is to economically reintegrate the returnee migrants through capacitating them with current business knowledge, jobs skills and link them with job market as both, a skillful professional and an entrepreneur.*

#### **Key responsibilities.**

- *Identification of returnee migrants in targeted districts*
- *Collecting data and information of individual cases*
- *Documentation of Cases to establish database.*

- *Maintaining Segregated data sheets based on gender, geography, and traits of potential beneficiaries.*
- *Holding Project Orientation Sessions in Targeted local communities*
- *Type various notes, letters, memos, and reports, as needed.*
- *Manage work schedule efficiently, completing tasks and assignments on time.*
- *Leading FGDs with Group of Returnee Migrants to collect and document information in respective districts.*
- *Keep regular liaison and coordination with district-based field team to update data and record to further submission of finalized data to Project Manager*
- *Identify some potential youths from the local community who are interested in the development of entrepreneurship skills.*
- *Provide information to GIZ referral cases about the project and counseling to the returnee migrants in person or telephonically.*
- *Identify gaps to provide capacity building support and skills development training through in place referral mechanisms.*
- *Provide assistance to Project Manager to develop business plans / entrepreneurial schemes under the project for GIZ referral cases.*
- *Establish referral mechanisms for returnee migrants to provide them psycho-social care support and services.*
- *Creating linkages of GIZ referral cases with business /trade industries, and professional institutes.*
- *Documenting case studies and success stories to disseminate widely with stakeholders and donors.*
- *Regular assistance to Project Manager on record keeping and overall management of the project.*

***Mountain Areas Farmer Support Organization (MAFSO), Skardu***

***Community Monitoring and Mobilization Officer February 2017 to 2019***

*I have been working for the MAFSO project of USAID for women economic empowerment. The aim of the project is to ensure the participation of women in economic development. By identifying the capable women in entrepreneurship sector the project help them out to start their own business through polishing the skills of women. Monitor the progress of the project by constantly visit the field and collect the relevant data. Reporting of the visit and data analysis was also cover under the project.*

***Key Responsibilities;***

- *Organizing Women Business Groups by initiating dialogues.*
- *Organizing regular meetings (weekly/fortnightly) of Women Groups to set priorities and need assessment (income generating projects).*
- *Mobilizing community representatives for income generating activities.*
- *Play bridging role between community women and MAFSO.*
- *Helping women groups to develop linkages with other agencies/autonomous bodies.*
- *Conduct baseline and end line surveys of project.*

- *Preparing reports, case studies of projects*
- *Organizing workshops/conferences at UCs for project awareness-raising.*
- *Report rural situation and needs of the women groups to the management.*
- *Assisting in identification/selection of activists for different training.*
- *Maintaining close contact and with target group and help resolve conflicts between community members.*
- *Assisting in collecting socio-economic and other resource data from communities.*
- *Report writing of field work*
- *Uploading reports, pictures, videos, and relevant documents on software (GMIS).*

### ***Pakistan Reading Project (PRP)***

***Foresight Institute of Education & Leadership Development, FIELD***

***Reading Specialist/ Monitoring and Evaluation officer***

***August 2016-January 2017***

*I have been working for the FIELD project of USAID for Community Reading Project as Reading Specialist. The aim of this project is to involve community in the process of reading. Focus on the parents of children who are targeted. Teacher training and community library concepts are the other factors of the project. Daily visit the schools to monitor the project status and communities to collect the data and find out the impact of the project and make proper report on daily basis.*

### ***Key responsibilities***

- *Monitoring and Evaluation of the project.*
- *Household reading assessment.*
- *Teacher training and Mentoring.*
- *Provision of regular update and input in monitoring of project activities, to assess overall project implementation with respect to project objectives, outputs, and indicators.*
- *Timely reporting arrangements are in place and being implemented to ensure that the reporting requirements are met in a timely manner.*
- *Analysis based on data collection for the evaluation process.*
- *Facilitation and participation in results-oriented monitoring and evaluation training efforts.*
- *Engagement of community in reading improvement activities*
- *Community meetings to establish reading corners.*
- *Students' assessment reading skill share in community meetings and teachers.*

### ***Skardovian Public School Skardu***

***Teacher***

***March 2014 – July 2016***

- *Present lessons in a comprehensive manner and use visual/audio means to facilitate learning*
- *Provide individualized instruction to each student by promoting interactive learning*
- *Assess and record students' progress and provide grades and feedback*
- *Maintain a tidy and orderly classroom*
- *Collaborate with other teachers, parents and stakeholders and participate in regular meetings*

- Plan and execute educational in-class and outdoor activities and events
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

### **Pakistan Center for Philanthropy (PCP)**

#### **Field Monitoring and Evaluation Officer**

**November 2017- January 2018**

- Conduct Survey and Assessment of Local Support Organizations (LSOs)
- Analysis of projects
- Reporting on laptop (standard format of PCP).
- Data collection and analysis of project results.
- Asses the status of the LSOs and inform good practices as per the requirements of the project.

### **Early Grade Reading Assessment by MSI (USAID)**

#### **Monitoring and Reporting/Enumerator**

**September 2017 - October 2017**

- Survey of 15-targeted schools of Ghanche to assist the reading level of Grade 2 and 3.
- Get reading record of 6-7 students each day.

### **INTERENSHIP**

#### **Aga Khan Rural Support Program (AKRSP)**

**May 2014 –July 2016**

Worked as intern with AKRSP at Gender and Development section. Performed research at a supervisor request. Worked on case studies and reporting.

#### **Key Responsibilities**

- Data collection & Compilation
- Meetings with communities
- Business plan development
- Ensure participation of women in Enterprise activities

#### **Provincial Coordinator**

**October 2018-2019**

- Working as provincial coordinator with Annual Status of Educational Report (ASER).
- Asses the status of the project by Monitoring and collecting data.

### **Skills**

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| - Have good Communication skill. | - Time management and Organization.    |
| - MS Office.                     | -Reporting Skills                      |
| - Field research                 | -Data Analysis                         |
| - Data Punching                  | -Data Collection.                      |
| - Analytical thinking.           | -Good interpersonal skills.            |
| - Negotiation abilities.         | -Excellent computer and internet skill |
| - Administrative Skills          |  |

## Co-Curricular Activities & Certificates

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- **Seminars and Trainings**

- Attended 3 days training of human rights through HRCP.
- Attended 3 days training of first aid training through Red Crescent.
- Attended 3 days holistic security training through Bytes for All.
- Five days entrepreneur training through Accelerate Prosperity Pakistan.
- Two days youth submit program by PAUN.
- Working as youth coordinator with BYA (Baltistan youth alliance)
- Minister of women affairs in National Youth Assembly (NYA)
- Youth SGDs Ambassador at Youth Counseling and Development Network (YCDN)
- Attended three days SAARC WE PORTAL Awareness and ICT Capacity Building Workshop.

- **Certificates**

- 6 months freelancing certificate.
- 6 months creative writing certificate.
- 6 months graphic design certificate.
- 6 Months Digital Marketing certificate.
- Monitoring and Evaluation of Development Projects certificate by NCRD Islamabad.
- Five days training of Gender Mainstreaming for rural development.

### Volunteer Affiliations

- Member Baltistan Youth Alliance
- Member Civil Society of Pakistan
- Member HRCP
- Member National Youth Assembly

### Languages

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Balti, Urdu, English.

### References

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#### **Kashif Dogar**

Project Manager at Hashoo Foundation

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#### **Muhammad Shabbir Akhtar**

Project manager at MAFSO

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