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| **ZEBA BURKI** | **S/O****Contact number****CNIC****DATE OF BIRTH****Email address****Address****District/City** | **Saif Ullah Khan**0344-891903721702-6022374-812-04-1991**ikhan37@yahoo.com**Madina Colony Dera Ismail Khan.Dera ismail khan |

**PROFESSIONAL**  **CARRER SUMMARY.**

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| * To work in a motivated and goal oriented organization for the Improvement of skills and appraisal of competency for betterment of future. I am self-motivated, having the capabilities of handling the responsibilities. My expertise is in Education, Community mobilization, management and implementation of the ongoing livelihood & education projects, Preparation of Monitoring plan and work plan, Data Collection, program management, monitoring & evaluation. Involved in preparation of progress reports; data analysis and report writing.
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**SKILLS**

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| * Excellent coordination, leadership and management skills.
* Excellent interpersonal and communication skills, including experience in negotiation and advocacy.
* Self-motivated and excellent observant of protection issues in the operational area.
* Knowledge or experience in conflict management, Gender issues or other related field.
 | * Can work independently as well as in a team.
* Capacity of analysis, synthises and reporting.
* Honesty, reliability, autonomy and sense of responsibility.
* Capacity Building, Coaching and Mentoring of teams.
 | * Previous experience of working within the cluster system and district working groups.
* Ability to work independently, take initiative and prioritize complex work task.
* Strong planning and organization skills.
* Ability to work under pressure and mee tdeadlines.
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| **Computer skills.*** 03 Months Computer Short Course (Office Automation) From Petroman Institution D.I.Khan.
* Competed Training on Essential Meterrnal and new bron care under MNCHIP & USAID.
* Group Methodology from FATA KP Certificate of Traing on Support Health Program
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**EXPERIENCE**

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| * 01 Year Working Experiewnce in Gomal Zam Dam Project as a M&E Officer.
* Enumerator Child Labour Survey from 27.Feb.2022 to 24 July 2022 in Labour Department.
* Supervoiser WGSS in IRC dept: from 13 Oct 2022 to 31 Jan 2023
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21 April 2015 –30 JAN 2018

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| * **Company name,** CREATIVE CONSULTANT| FUNDED BY WFP/ SW AGENCY/ (PAKISTAN)
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| * 03 Month experience as a survey Enumaretor Multiple Indicator Cluster survey (Mics) department Bureau of statistics P&D KPK .
* Ensure that all reports, Check lists data are kept Confidential from any one.
* Filling of All components Checklists during Field Visit as per work plan & Instruction of PC.
* Develop strong relations with local Community
* Ensure to keep record of all project documents (hard and soft copies)
* Responsible of Weekly, Fortnightly & Monthly meetings minutes in dikhan offices.
* Develop plan for project-related capacity-building support that may be required.
* Coordinate with staff in all offices in order to complete assigned tasks.
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January 2011 –December 2012.

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| * **Company name,** IVAP-V/PAIMAN ALUMNITRUST| TANK / DIKHAN (Pakistan
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| * Working as a **“** **Enumerator”** in district TANK.
* Monitoring of Data Collection through IVAP.
* Field Administration and Coordination
* Field planning (team movement, transport plans and logistic plans)
* Transportation arrangement for field staff.
* Security assessment and information to focal points.
* Reporting of mobilization activities.
* Data compilation
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September 2013 –September 2014

Field Enumerator IVAP-IV/PAIMAN ALUMNITRUST| DIKhan/ (Pakistan)

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| * Monitoring of Data Collection through IVAP.
* Field Administration and Coordination
* Field planning (team movement, transport plans and logistic plans)
* Transportation arrangement for field staff.
* Security assessment and information to focal points.
* Reporting of mobilization activities. Data compilation.
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January 2011 to December 2011.

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| * **Company name, (irc) INTERNATIONAL RESCUE COMMITTEE**
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| * Only Observe the Distribution, on Spot situation & only report to PC, also ensure that no comments, no decision takes on spot against CPs .
* Ensure that all reports, Check lists data are kept Confidential from any one.
* Filling of All components Checklists during Field Visit as per work plan & Instruction of PC.
* Conducted the program base line surveys, impact assessment of irc programs i.e. Food for Education, Nutrition, Livelihood..
* Ensure to keep record of all project documents (hard and soft copies
* Responsible of Weekly, Fortnightly & Monthly meetings minutes pc.
* Responsible to conduct/arrange Focal Group Discussion as per work plan.
* Develop plan for project-related capacity-building support that may be required.
* Identify lessons learned Develop Success Stories, Case studies of all components of the projects and implications for the project’s next steps.
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* **field Enumerator**

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| * 03 months working experience in Multiple Indicator cluster survey (MICS) bureau of statistic planning & development dept KPK
* 15 days experience in health survey. Bureau of statistic planning & development dept KPK
* 15 days experience in Cell for FATA studies funded by UNDP conducted by IR Department Peshawar University.
* 15 days experience in FATA Education Program funded by USAID conducted by Creative Consultant (CC). Worked as Field supervisor at CC (Creative consultants) in WFP Need Assessment of IDPs of SWA from 21st April 2015 to 20th June 2015 at D I Khan and Tank.
* Ensure that all reports, Check lists data are kept Confidential from every one.
* Filling of All components Checklists during Field Visit as per work plan & Instruction of PC.
* Develop strong relations with local Community
* Ensure to keep record of all project documents (hard and soft copies)
* Responsible of Weekly, Fortnightly & Monthly meetings minutes in dikhan offices.
* Develop plan for project-related capacity-building support that may be required.
* Coordinate with staff in all offices in order to complete assigned task.
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* **BUREAU OF STATISTIC (P&D)**
* Worked as a field surveyor with the same Dep. bureau of statistic (P&D) authority Govt. of KPK in the project of Food Security Analysis 2015-2016 with the sponsor of WFP in North Waziristan from 1st February 2016 to 1ST March 2016.
* Data collection of the TDPs of North Waziristan.
* Find out their rented home to ensure his presence.
* To see the focal person or their tribe leader for their basic needs and problems.
* Coordination with the team members facing any problem in field.
* To collect the TDPs data and send it to the officials.
* To fill and check the daily data collected by the team members.
* Ensure the privacy of the TDP during collecting data.
* ( MICS) , Multiple Indicator Cluster Survey 2016-17
* Khyber Pakhtunkhwa.
* Worked as a team Enumerator in Multiple Indicator Cluster Survey 2016-17 , to collect the data of selected households on sampling bases for the distribution of resources on equal basis in the whole KPK province different districts.
* Task , to lead the team in different cluster of Karak district,
* To make plan for the next day and selection of new cluster and to keep
* contact with the concerned Nazim, councilor, etc.
* To collect questionnaire form and edit that.
* To maintain the whole procedure data in hard form’

( MICS) , Multiple Indicator Cluster Survey 2016-17

 Khyber Pakhtunkhwa.

Worked as a Enumerator in Multiple Indicator Cluster Survey 2016-17 , to collect the data of selected households on sampling bases for the distribution of resources on equal basis in the whole KPK province different districts.

Task , to lead the team in different cluster of DI Khan district,

To make plan for the next day and selection of new cluster and to keep

 contact with the concerned Nazim, councilor, etc.

To collect questionnaire form and edit that.

 To maintain the whole procedure data in hard form’

* **EDUCATION SURVEY ( ESEF) WITH BUREAU OF STATISTICS** ,

 Worked as a Enumerator in dikhan region to enroll OOSC in private schools where there is no Govt. school or situated at distance and to identify the villages for profiling for EVS and NSI from 07/02/2018 to 01/04/2018.

* **Activities**, to identify village and to select that for EVS education voucher scheme. To search and find out the out of school children in the village so that to enroll them in the nearest school. To lead to team members at the selected area for collecting oosc data.
* FIELD Enumerator
* 03 months working experience in National Coordination (NC MICS) Multiple Indicator cluster survey (MICS) bureau of statistic planning & development dept KPK 2019.

• 3 months Experience in child laboureq survey (CLS) as a field Enumerator with govt bereau of statistics planning and development & labur department KPK

References

* Tariq Yousafzai Director Bureau of Statistics P&DD KPK Mobile No: 0333-9102718
* **Muhammad Noor**  Mics Supervisor Mobile No :0344-9396235

**EDUCATION**

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| **S.S.C** | 2009 | 615/1050 | B.I.S.E D.I.Khan |
| **F.A** | 2011 | 525/1100 | B.I.S.E D.I.Khan |
| **PTC** | 2012 | 620/900 | AIOU Islamabad |
| **B.A** | 2014 | 330/550 | Gomal University, D.I.Khan |
| **B.Ed** | 2016 | 586/900 | AIOU Islamabad. |
| **M.A** | 2016 | 364/800 | Gomal University, D.I.Khan |
| **CMW** | 2015 | 225/400 | Pakistan Nursing Counsil |

**LANGUAGE**

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| * URDU
* SARIKI
* ENGLISH
* PASHTO
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