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**Summary**

I am a results-driven humanitarian professional with eight years of experience in Disaster Risk Management, Forecast-Based Financing, and Organizational Development. Currently serving as a Project Manager at the German Red Cross in Pakistan, specializing in Anticipatory Action/Forecast-based Financing, I possess a Master's degree in Disaster Management from the Center of disaster Preparedness and Management, University of Peshawar. My expertise encompasses program management, health and sanitation, first aid instruction, search and rescue, firefighting, disaster risk reduction, school safety, evaluations, and staff and organizational capacity building. Known for my ability to excel in both individual and team settings, I am eager to connect for meaningful collaborations and contribute my skills to initiatives making a positive impact.

**Experience**

**16 Jan 2024 – till date|Data Administrator**

**National Integration of Development Authorities – Pakistan**

Responsible for implementing robust data management procedures, conducting analysis to inform decision-making, providing technical support and training, developing visualizations for stakeholder communication, collaborating closely with teams and stakeholders, identifying opportunities for process improvement, and demonstrating proficiency in data management tools and software. Strong analytical, communication, and problem-solving skills, committed to maintaining data integrity, and dedicated to contributing to project success through collaboration and innovation.

**27 March 2023 –31 December 2023|Project Manager Forecast Based Financing (Anticipatory Action)**

**Pakistan Red Crescent Society Khyber Pakhtunkhwa | Peshawar, Khyber Pakhtunkhwa, Pakistan**

**Responsibilities:**

- Oversee and manage the implementation of project activities focused on disaster risk reduction and response.

- Collaborate closely with the Provincial Project Coordinator, Deputy Director - FbF (PRCS-NHQ), and other stakeholders to develop and execute project initiatives.

- Monitor technical interventions and provide support for resource mobilization efforts.

- Prepare budget forecasts, as well as narrative and financial reports on a monthly, quarterly, and annual basis.

**Coordination and Relationship Building:**

- Engage in effective coordination and relationship building with strategic partners, local authorities, and various stakeholders.

- Foster collaboration to ensure the smooth execution of project activities.

**Training and Workshop Facilitation:**

- Organize and facilitate training sessions and workshops related to the FbF project at both the provincial and district levels.

**Professional Attributes:**

- Demonstrate strong project management skills.

- Possess in-depth knowledge of disaster risk reduction and response.

- Exhibit effective communication skills crucial for project success.

**Commitment:**

Committed to achieving the objectives of the FbF project through dedication, expertise, and collaborative efforts.

**Jan 2021- 26 March 2023 | Information Management and Reporting Officer**

**Pakistan Red Crescent Society Khyber Pakhtunkhwa | Peshawar, Khyber Pakhtunkhwa, Pakistan**

**Role:**

IMR Officer at Pakistan Red Crescent Society Khyber Pakhtunkhwa in a Norwegian Red Cross supported project, reporting to the Project Manager.

**Key Responsibilities:**

- Provide technical guidance to the district team for the effective implementation of Mobile Health Team (MHTs) and Field Health Unit Bakka Khel activities.

- Develop and implement policies and procedures for data management.

- Ensure adequacy, accuracy, and legitimacy of collected data.

- Implement secure procedures for data processing.

- Define and execute procedures for data sharing with upper management, peers, and external stakeholders.

- Support daily use of data systems and ensure adherence to legal and organizational standards.

- Extract reports and data as needed, monitor and analyze information and data systems.

- Evaluate the performance of data systems, troubleshoot data-related problems, and propose solutions.

**Data Analysis and Modeling:**

- Test, validate, and reformulate models for accurate outcome prediction.

- Create detailed graphs and charts illustrating data analysis results.

- Clean and manipulate raw data, utilizing statistical software for analysis of large datasets.

- Apply feature selection algorithms to predict potential outcomes.

**Communication and Collaboration:**

- Understand and follow oral and written directions.

- Plan and execute group projects, collaborating effectively with team members.

- Foster collaboration with others to discuss and explore new opportunities.

These responsibilities underscore my proficiency in data management, analytical skills, and ability to collaborate effectively to achieve project objectives.

**Oct 2020-Dec 2020 | Senior School Safety Officer**

**Pakistan Red Crescent Society Khyber Pakhtunkhwa | Peshawar, Khyber Pakhtunkhwa, Pakistan.**

**Responsibilities:**

- Provide technical guidance to district school safety teams for efficient implementation of School Safety Programme (SSP) activities.

- Act as a provincial focal person for district school safety officers, offering program implementation guidance.

- Support SSP field staff for effective and efficient implementation in collaboration with PM-SSP.

- Provide technical assistance to field officers in Khyber for assessments, planning, and SSP activity implementation.

- Support FOs, SSCs, JYCs, and ERTs in developing school safety and evacuation plans.

- Monitor SSP activities in Khyber and other tribal districts of KP, providing quality reports on agreed formats and deadlines.

- Address key challenges, propose solutions, and document case studies reflecting good practices regularly.

- Prepare and consolidate monthly, quarterly, and annual project implementation plans in collaboration with KP tribal districts field staff.

- Ensure timely submission of expenditure details with complete documentation for finance settlement.

- Support SSP TDs field staff in developing session plans on School Safety, facilitating evacuation drills, and simulation exercises.

- Lead SSP baseline assessment at Khyber and facilitate internal and external visits.

- Maintain a database of JYCs, SSCs, and ERTs, updating it as needed.

- Coordinate with District Administration, Education department, I/NGOs, and relevant stakeholders.

- Record and disseminate school safety kits and hygiene kits to schools and students.

- Participate in regular coordination meetings at the district level, providing updates on PRCS SSP activities.

- Oversaw and ensured alignment of project activities with the agreed exit strategy for program sustainability. Performed additional duties as assigned by PM-SSP, including escorting individuals requiring personal protection for safe transport to specified locations. Explained security protocols to employees and guests, promoting readiness for emergency situations. Administered first aid for minor medical situations and promptly contacted paramedics for medical emergencies.

**Jan 2019 – Sept 2020, School Safety Field Officer**

**Pakistan Red Crescent Society Khyber Pakhtunkhwa | Peshawar, Khyber Pakhtunkhwa, Pakistan.**

-School Safety Field Officer Responsibilities (PRCS KP - Norwegian Red Cross):

**Project Planning and Execution:**

- Led planning, execution, monitoring, and reporting of day-to-day project activities.

- Ensured maximum efforts for effective and efficient program delivery at the field level.

**Baseline Data Collection and Documentation:**

- Supported baseline data collection for School Safety Programme (SSP) and ensured proper documentation.

**Committee Formation and Capacity Building:**

- Facilitated the formation, strengthening, and capacity building of School Safety committees, Emergency Response Teams (ERTs), and Junior Youth Clubs (JYC).

**Simulation Exercises and Evacuation Plans:**

- Supported committees and teams in carrying out simulation exercises and formulating school evacuation plans.

**Development of School Safety Plans:**

- Assisted School Safety Committees (SSCs) and ERTs in developing school safety plans for targeted schools.

**Risk Assessments and Reporting:**

- Facilitated multi-hazard risk assessments at schools.

- Ensured submission of field visit reports and supported the Senior School Safety Officer in preparing activity reports, monthly, and quarterly reports.

**Case Studies and Impact Highlighting:**

- Prepared and submitted quality case studies regularly, highlighting the impact of SSP.

**Coordination and Field Visits:**

- Facilitated field visits of provincial/national PRCS and partner teams.

- Organized and supported committees in conducting mass awareness events for the School Safety program.

**Educational Sessions for Children:**

- Conducted sessions for target school children on Disaster Risk Reduction (DRR), Gender-Based Violence (GBV), Climate Change Adaptation (CCA), Psychosocial Support, protection, Gender Mainstreaming, Health, and Hygiene.

**Covid-19 Response and Campus Safety:**

- Acted as the focal person for conducting thermal screening camps under Covid-19 response in district Peshawar.

- Enforced institutional rules, regulations, and laws regarding student conduct to maintain a safe campus.

**Emergency Response:**

- Detected emergency situations through keen listening and observation to respond appropriately to alarms.

- Responded to emergency calls regarding illnesses, accidents, and disturbances.

**Preparedness and Drills:**

- Participated in emergency, evacuation, and shelter drills to prepare for health or safety emergencies.

**Mar 2016-Dec 2018 | District First Aid Training Officer Charsadda**

**Pakistan Red Crescent Society Khyber Pakhtunkhwa | Charsadda, Khyber Pakhtunkhwa Pakistan**

**Training Sessions:**

- Conducted First Aid training sessions for government institutions, NGOs, universities, colleges, and schools across the province, with a specific focus at the district level in Charsadda.

**Training Impact:**

- Successfully trained over 2800 teachers and students throughout the province.

**Organization and Facilitation:**

- Organized and facilitated First Aid training sessions, incorporating simulation exercises on emergency response and evacuation.

**Campaign Leadership:**

- Served as the Team Leader for the Dengue awareness campaign in Charsadda district.

**Disaster Response Team Membership:**

- Actively participated as a member of the Branch Disaster Response Team (BDRT) with the Pakistan Red Crescent KP.

**Material Development:**

- Enhanced training by creating and offering additional materials to supplement standard training materials.

These responsibilities showcase my commitment to providing crucial First Aid training, contributing to community safety and disaster preparedness.

**Relevant Skills**

* **Computer skills:** Microsoft Office, SPSS, Internet Advance User, Data Backup
* **Technical Skills:** Evacuation Mapping
* **Professional/Social:** Reporting, Performance Monitoring and Optimization, Disaster Recovery, Technical Troubleshooting, Team Collaboration, Problem-Solving, Documentation and Recordkeeping, Project Management, Decision Making Community Activist, Time Management, Process improvement, Leadership
* **Languages:** Native Language Pushto, English (Advance), Urdu (Advance)

**Education and Training**

2015 | M.Sc.: Disaster Management

Center for Disaster Preparedness and Management | | University of Peshawar | Pakistan

2013 | DIPLOMA CERTIFICATE: Electro Mechanic

Telephone Industry of Pakistan | | Haripur |Pakistan

2012 | B.Sc.: Computer Science

F.G Degree Collage for Men | | University of Peshawar | Pakistan

2009 | F.Sc.: Pre-Engineering

F.G Degree Collage for Men | | Peshawar PppppPeshawar Board | Pakistan

2007 | Matric: Science

Hira Public School and Collage | | Peshawar PppppPeshawar Board | Pakistan

**Accomplishments**

* Three Days training in Basic Life Support (BLS) at the University of Peshawar conducted by United States Educational Foundation in Pakistan (USEFP)
* Three Days training on Disaster Risk Management/Reduction and Sustainability's (DRM) at Peshawar Service Club conducted by the National Institute of Disaster Management (NIDM)
* Three Day training of First Aid arranged by the Pakistan Red Crescent society (PRCS)
* One Day Workshop on Climate Change at Peshawar Service Club arranged by GLOF Project Pakistan
* One Day Workshop on Training need Assessment at Peshawar Service Club conducted by National Institute of Disaster Management (NIDM)
* One Day Workshop on Triage, dealing with mass casualties at University of Peshawar conducted by Harvard University, United States
* One Day Participation in Awareness Raising Session on legal rights and responsibilities under Aitebaar Conduct by SRSP
* Actively participated in 6th Disaster Management Exhibition 2014 at the University of Peshawar
* 30th Sept to 1st Oct, 2015 Basic First Aid Training organized by Pakistan Red Crescent KP Branch
* Nov, 2015 ERT Training organized by Pakistan Red Crescent KP Branch
* One day participation in Restore Family Links (RFL) at the Agoshe Orphanage School arranged by the PRCS KP Branch
* Actively participated in the 6th provincial youth camp 2015 organized by Pakistan Red Crescent KP Branch
* 23th to 27th Nov, WATSAN IN charge of 6th Provincial Youth Camp 2015 organized by Pakistan Red Crescent KP Branch
* 3 Day First Aid Refresher course 2018 Organized Pakistan Red Crescent KP Branch.

**Certifications**

**TOTs**·

Qualified 5 days ToT First Aid course, 2015 organized by Pakistan Red Crescent KP Branch

· Qualified National ToT First Aid course, 2016 organized by Pakistan Red Crescent Society NHQ.

· Qualified ToT Access to education, School Safety Programme, 2019 organized by Pakistan Red Crescent Society KP Branch

· Qualified ToT Community Engagement and Accountability (CEA), 2020 organized by Pakistan Red Crescent Society KP Branch

· Qualified Nation Disaster Response Team (NDRT) Member with Pakistan Red Crescent Society

· Qualified CADRE Instructor with Pakistan Red Crescent Society

**Certification**

· One Day Workshop on Climate Change at Peshawar Service Club arranged by GLOF Project Pakistan.

· One Day Workshop on Training need Assessment at Peshawar Service Club conducted by National Institute of Disaster Management (NIDM)

· One Day Workshop on Triage, dealing with mass casualties at University of Peshawar conducted by Harvard University, United States.

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**Additional Information**

**Research/Internship**

**Center for Disaster Preparedness and Management, University of Peshawar  
Title**

Impact of Flood 2010 on Agriculture Sector: A Case Study of Village Kuddi UC Agra District and Tehsil Charsadda.

**Description**

The study is composed to find that floods 2010 caused extensive damages to the agricultural sector in the form of land degradation, reduction in soil fertility, crops spoliations and destruction to irrigation infrastructure. In addition, livestock and horticulture were also badly suffered from floods 2010. The study proposed some useful recommendations for concerned stakeholders. The study proposed that local, provisional and national governments and for the civil societies that the relative local departments in the area were required advanced early warning system and means of warning dissemination as well as awareness campaigns for better flood preparedness and reduction of flood damages to livelihood activities and impacts on the agricultural sector. The study also suggested some remedial measures in order to reduce the flood impacts in the area, especially on agriculture sector to stabilize the local economy and also support the national economy and enhance the capacities of the intra-government departments for making the community disaster resilient.

**Activities and Honors**

* Volunteer of the Year for Pakistan Red Crescent society in 2015 for Disaster emergency Response
* Best Employee of Year 2020
* Best Performance Award in flood response 2022