



**Cell #: 0331 – 5108772**

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**PERSONAL DATA:**

Father's Name : Akhtiar Ahmed  
Date of Birth : 01 – 06 – 1986  
N.I.C : 45302 – 2888603 – 7  
Domicile : Naushahro Feroze  
Religion : Islam  
Marital Status : Married  
Languages : English, Urdu & Sindhi

**OBJECTIVE:**

I want to join such Challenging environment with opportunities, where I would prove my experience and skills. I have an ability to cope up with the assignment alone and also in the group.

**QUALIFICATION:**

- **MSc (History)** From (**Quaid – I – Azam University, Islamabad**) Year 2011.
- **B.A (Hons) (Social Work)** From (**Sindh University Jamshoro, Hyderabad**) Year 2007.
- **Intermediate (Pre-Medical)** From (**BISE Sukkur**) Year 2004.
- **Matriculation (Science)** From (**BISE Sukkur**) Year 2001.

**EXPERIENCE & SKILLS:**

- ✓ Currently working as Third-Party Field Monitoring Staff  
**EYCON** for (**UNICEF**) at Karachi from January 2017 to 30 June 2019.

**Field Monitor (FM)**

- Reports to: Provincial Monitoring & Reporting Officer (MnRO)
- Major responsibilities:
- Prepare weekly/monthly field plans and share with PC.
- Visit each target UC/Area and collect data from field during field monitoring.
- Share data and reports with MnRO as per standard format and according to agreed timeline.
- Report critical issues from the field on daily basis as well as debrief the respective COMNet supervisor on these issues.
- Compile monthly narrative reports and send to MnRO.
- Attend monthly review meeting and present findings and answer questions.
- Write case studies / success stories (1 per month.)

- ✓ Worked as TLA with **USAID SRP, (VTT Global)** at Kashmore@Kandhkot from Dated: 17-08- 2015 to 31-05-2016.

### **Teaching& Learning Associate (TLA):**

- Conducted pre conference with teachers for delivery of Scripted Lesson Plan
  - Share weekly plan of lesson plans with teacher in pre conference.
  - Conducted a meeting with Head Teacher of School to ensure delivery of weekly lesson plans.
  - Observe teacher during lesson plan delivery.
  - Share checklist with teacher after lesson plan delivery
  - Assess students of Grade-1 and Grade-2, By using Tablet.
- ✓ **Four Days Teachers Training as Master Trainer:**
    - Conducted four days teachers training at Main Primary School Tangwani.
    - To orient teachers regarding Program objectives
    - To orient teachers regarding lesson plan
    - To orient teachers how they conduct students assessment.

- ✓ **4 Months working Experience with( MDC/USAID SRP )as a TLA at Distt: Kashmore@Kandh Kot, 01-02-2015 to 25-05-2015.( On job Teachers Training).**

### **Teaching& Learning Associate (TLA):**

- Conducted learning circles with teachers in school to highlight academic issues.
  - Guide Teachers they learn from their senior teachers
  - Conduct pre- conference with teachers of lesson plan.
  - Observe teachers during lesson Delivery by teacher
  - Conduct post-conference with teacher after lesson plan delivery.
  - Guide teacher how to make material of lesson plan.
- ✓ **Early Grade Reading Assessment and Early Grade Math Assessment (EGRA&EGMA Survey) with USAID SRP MDC at Dadu, 24-08-2014 to 20-09-2014.**
    - Government Primary School Based Assessment
    - Conduct meeting with Head teacher of School for conducting assessment
    - Select students of Grade-3 and Grade-5, for assessment
    - Assess students by using SRB (Student Reading Booklet) tool of assessment.
    - Select students randomly to assessment.
- ✓ **4 Months Experience in National Rural Development Program (Hyderabad) (Voter Education) as a Tehsil Coordinator from March 2013 to June 2013.**
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**Tehsil Coordinator:**

- To aware people for vote costing.
- To Inform People how to cost Vote.
- Conduct Seminars in Communities.
- Leading Team in Filed.
- Mobilize Community Members for strong Support.
- Reporting to supervisor on Daily, Weekly and Monthly Basis.
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✓

6 Months Experience in **Aga Khan University (Research Center Naushahro Feroze) (SNL – II)** as a **Research Associate** From August 2012 to December 2012.

**Research Associate (RA):**

- Play Mediator Role between Team and Supervisor.
- Leading Team in Field
- Mobilize Community Members for strong Support.
- Reporting to supervisor on Daily, Weekly & Monthly Basis.
- Validation of Selected Area of 5%.

**COMPETENCIES:**

Thinking and understanding – strong analytical and conceptual skills, proactive information gathering skills.

Capacity to work effectively with others, interpersonal awareness, able to influence others.

Drive to achieve results. Proven capacity to initiate and innovate,

Able to support others and operate within organizational strategy and standards.

Punctuation office timing and coordinate with other staff.

Office Documentation and file handling very well manage.

**SPECIAL SKILLS AND ACTIVITIES:**

Basic Knowledge of MS – Office & Operating System.

Learn new and related knowledge

Reading News Paper Daily.

**REFERENCES:**

Refernace will be provided if needed.

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