



FARHAT PIRZADA

COMMUNITY MOBILIZATION - MANAGEMENT & TRAINING

PROFILE

To join a progressively oriented Organization to get a good position that utilizes my analytical, interpersonal, and communication skills, while providing opportunities for growth, resulting in a mutually beneficial relationship. I want a genuine passion for improving social conditions & serving the nation. I am willing to work in a competitive encouraging, constructive & challenging environment where I can make both my organization & myself successive.

CONTACT

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in Farhat Pirzada
f mahamjana

PERSONAL INFORMATION

CNIC
45402-3060535-6

Birthdate
25-8-1984

Gender
Female

Domicile
Nawabshah

Nationality
Pakistan

SKILLS

Skill group

Computer
Communication
Negotiation
Management
Reporting
Mobilization
Team Building




EXPERIENCE

- **September 2020 - Present** - **Indus Resource Center (IRC)**
Social Organizer , Karachi
 - Identify and select the best possible sites for establishing NFE centers
 - Collaborate, motivate and support the local community members in establishing and operating the NFE centers
 - Assist in identifying and hiring potential Learning Facilitators (LFs) for each NFE center
 - Help in registration of beneficiaries, in coordination with IRC's Management
 - Monitor, report and improve the progress of each NFE center as per the provided KPIs.
 - Organize and mobilize communities to ensure their active participation in community sessions
 - Design community sessions keeping in view the demography, cultural sensitivity, and literacy level of indirect beneficiaries
 - Ensure equitable and fair distribution of project material for beneficiaries
 - Entertain any complaints and suggestions by the beneficiaries or community members
 - Data collection and survey in project areas as per requirement
 - Prepare field reports of activities and visits to NFE centers
 - Any other task assigned by supervisor

ACHIEVEMENTS

- Certification**
 Effective School Development Planning.
- Certification**
 Social Mobilization & Volunteerism
- Certification**
 First Aid Training from Pakistan Red Crescent.
- Training**
 Menstrual Health Management @ Govt.Sindh
- Training**
 Non Formal Education Management Information System @ JICA

ADDITIONAL ACTIVITIES

-  **Volunteer @ Red Cross**
-  **Member of Shade Organization**
-  **Meri phechan Pakistan**

INTERESTS

-  **Interest**
Sports
-  **Socializing**
Camp, Net Surfing

LANGUAGES

Urdu, Sindhi, English, Punjabi

REFEREES

Shakeel Ahmed
, Project Manager
0345 -5522568
shakeelkaemail@gmail.com

Mueez Khan
0333-7190876
moiz_khan22@hotmail.com

● **May 2018 -
March 2020**

The NGO World Foundation

School Supervisor , Karachi

- To Visit on the field for checking NFE Centers and teachers' progress/issues and solves their problems, and reports to the projects manager.
- To Complying all the relevant reports, and then finally make a detailed report for the project manager about all current progress in schools.
- To Assist in selecting teacher candidates in orienting new employees.
- Obtain educational material for use in teaching demonstrating and other activities.
- Conduct surveys and analysis to define the adequacy of educational materials' effectiveness of the program.
- Conduct Assessments, and organize teacher's meetings and teachers' training.

● **March 2015 -
March 2016**

Roshi Computer Institute

Administration Officer, Karachi

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform book keeping

EDUCATION

● **2006 - 2008**

Bachelors in Science

Karachi University , Karachi
2nd Division

● **2017 - 2019**

Bachelor's of Librarian Information Sciences

Karachi University, Karachi
2nd Division

● **2002 - 2004**

Intermediate - Science

Hyderabad Board , Nawabshah
2nd Division

● **2000 - 2002**

Matriculation - Science

Hyderabad Board, Nawabshah
2nd Division