Shukria Rezayi

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## Education

* **Studying MA** master of journalism and mass communication at savitribai phule pune university in Pune
* **Graduated** from Journalism Faculty Press Media Communication at Kabul University in 20/07/2018
* **Baccalaureate**, Zarghona High School (ZHS), Kabul Afghanistan, 2013.

## Professional Experience:

**Worked as freelancer translator with Pachwak Translation Services from 2011-2016**

**Worked: as ERM (emergency response mechanism) officer with ACF (action against hunger) NGO.** Objective 1: Collect and ensure accuracy and coherence of the data link with the assessment and monitoring of the activities

* Good understanding of the different assessment questionnaires (Market, Households, displacement RAF)
* Initiate special assessment to identify the protection beneficiaries and WASH needs in the community level
* Realize the focus group discussions or household questionnaires respecting the planning and objectives

Defined by the team leader.

* Good understanding of the questionnaires and capacity to well explain them to the persons interviewed in

Order to ensure accurate and coherent answers.

* Give to Team leader complete, coherent and readable questionnaires in order to allow an accurate analysis of

The data.

* Express recommendation to the team leader in order to improve the assessment.
* Report issues, constraints met to the team leader in order to capitalize them and avoid them in the future

Objective 2: Participate the beneficiary targeting Activities:

* Ensure that the beneficiaries are respecting the defined criteria of selection process,
* Ensure participation of community to select the protection Beneficiaries and WASH activities. Objective 3: Participate to the distribution activities (cash, NFI, Hygiene kit, WASH and Protection support)

Activities:

* Ensure p roper items distribution to disaster affected people targeted according to ACF protocols
* Ensure the beneficiary identity control during the distribution
* Ensure dignity of the beneficiaries in distribution points
* Ensure proper management of distribution center and ensure separate space for women beneficiaries
* Ensure the good filing of the beneficiaries Registration lists
* Suggest the possible improvement in terms of distribution Objective 4: Ensure the beneficiary sensitization and awareness Activities:
* Responsible to animate the beneficiary sensitization and awareness on Hygiene promotion
* Ensure the beneficiary attendance at the sensitization and awareness
* Ensure the efficiency of the sensitization (relevancy of the messages, participative method, practical Demonstration
* Ensure the good filing of the beneficiaries Registration lists

Objective 5: Participate monitoring activity within the ERM project frame Activities:

* Realize the post distribution survey NFI, Unconditional Cash Transfer, hygiene kits, WASH and Protection support
* Ensure the quality, the coherence and the exhaustiveness of completed questionnaires (PDM, PCDM KAP,

Displacement, market, Households) before to give them to the team leader for verification.

* Support M&E Officer to roll out the Monitoring in the field level. Objective 6: Competencies

Competencies

* Demonstrate integrity by modelling the ACF values
* promotes the vision, mission of ACF in Afghanistan
* Shows cultural, gender, religion, race, nationality and age sensitivity
* Plans, coordinates and organizes workload while remaining aware of changing Priorities and competing deadlines

## Worked with GERES (France group renewable energy and solidarity NGO:

Worked in different parts of the project like: Field Monitoring, Social worker, Communication, and Awareness officer.

# Worked in Sayara Research Consultancy Company:

Under this portfolio undertake the following tasks:

Worked as data entry and translating different forms of surveys like: education, health, water and sanitation from Dari to English

 **Worked with AAR JAPAN (Action for Aid Relief Japan) NGO:**

As a trainer and field assistant for the MRE/DAT project, and work under the supervision of the project officer as well as the project associate officer in. My obligation coverage was including the following:

Undertake DAT TOT to acquire knowledge on disability, awareness raising and advocacy. Assist Community-based Volunteers in delivering Worksop session in Villages, which include periodical monitoring.

Communicate the stats of project implementation to the project officer as well as the project associate officer.

Facilitation of monitoring activity by project officer and project assistant. Writing the reports of the project daily and monthly.

**Worked as freelance content writer**, with local news agency in Afghanistan from 2018-2019

## Professional Trainings:

Attended one-week workshop at Geres NOG.

Attended 4-week training in Techwommen organization for empowering of technology.

Attended 2 weeks introductory peacebuilding conflict analysis & resolution workshop at Ministry of Culture and United States Institute of peace.

## Languages Skill:

Dari: Native

English: excellent level Pashtu: technical Fluency Hindi: good

**Computer skills**

Ms Windows Ms Word, Ms Excel, Ms Access, Internet, Scanner , Photocopier Machine Pinter, **Adobe Premiere C, Adobe Audition, InDesign CC, CorelDraw**

# References:

Wahid Karimzad HR manager at GERES NOG Tel:0788464040

Engineer Mohammad Riaz Ramin project manager at GERES NGO Tel:0799197083

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Yama Hakami project manager of AAR JAPAN NGO aar\_yama@hotmail.com

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Jawid project manager at Sayara Research Consultancy Company. Tel:0797184669

Saber Sahar project manager at ACF NGO.