

# Khizar Humayun

*An independent and self-motivated graduate with a passion of volunteerism and social work, a team player with strong verbal and written communication skills, and an analytical and problem solving aptitude.*

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Peshawar

## Work Experience

**Centre for Evaluation and Development Pakistan.,** Islamabad-  
Transcriber and Research Coder.

July 2022 - PRESENT

The Centre for Development and Evaluation (C4DE) Pakistan was established in January 2015 as a private limited firm. C4DE's core business include quantitative and qualitative research, training and capacity building, data collection, data analysis, third-party monitoring, and impact evaluation.

### Achievements/Tasks

- Transcribed 1 hour long Pashto audios to English language.
- Completed coding for research on Child Labor using MAXQDA.

**Global Fund.,** Peshawar- Enumerator.

December 2020 - PRESENT

The Global Fund invests US\$4 billion a year to defeat HIV, TB and malaria and ensure a healthier, safer, equitable future for all.

### Achievements/Tasks

- Collected supply chain management related data from different hospitals of Kohat and Peshawar, KPK using CommCare software.

**OCUS.,** Peshawar- Photographer.

July 2019 - PRESENT

OCUS is a complete photography solution, offering brands a global network of creators, automated workflows, and advanced BI tools

### Achievements/Tasks

- Completed several photo-shoot tasks for different restaurants on FoodPanda application.
- Completed several photo-shoot tasks for different restaurants on Cheetay application.

## Relevant Skills

- Microsoft Office (Excel, Word, Powerpoint)
- MAXQDA
- Research Analysis
- Report Writing
- Problem Solving
- Volunteerism
- Adobe Lightroom
- Typing
- Adaptability

## Languages

Pashto

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

**Freelancer.**, Peshawar - *Data Entry Operator*.

2016 - PRESENT

#### **Achievements/Tasks**

- Completed web scraping task for a client regarding art museums available in the US.
- Completed numerous tasks of converting questionnaire data into excel sheets for various client.
- Completed web scraping task for a client regarding dairy products suppliers in the US.
- Completed task regarding Facebook barber shops lead data for a client.
- Created various questionnaire samples for different clients.

## **References**

Dr. Saeeda Khan

*Qualitative Research Manager at C4DE.*

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Saleeha Manzoor

*Global Fund*

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## **Volunteer Participation**

- Participated in numerous blood donation camps.
- Spent a day with orphans and state children.
- Participated in Ramzan Dastarkhwan during Ramadan by providing iftar to needy people.
- Participated in Clean Green Peshawar.
- Participated in drug prevention and drug rehabilitation campaigns.

## **Education**

**Institute of Management Sciences**, Peshawar

*Bachelors of Social Sciences*

*Major: Development Studies*

2018-2022

## **Training, Conferences, and Workshops**

- 5 Days training on "Climate Change and it's Adaptation" (2022), By Government of Pakistan, NCRD, Islamabad Pakistan.
- 5 Days training on "Management of Natural Resources (Land, Water and Forest) for Sustainable Development" (2021), By Government of Pakistan, NCRD, Islamabad Pakistan.
- One Day workshop on "Promoting Entrepreneurship in KP" (2018), by LUMS School of Education, Peshawar Pakistan.
- Peshawar Youth Conference (2018) by Youth Spirit Organization, Peshawar, Pakistan.
- Volunteer at International Volunteer Day 5th Dec 2017 by Youth and Volunteer Department Pakistan Red Crescent Society KP, Peshawar Pakistan