

Syeda Mahpara Farrukh

Development Professional and Australia Awards Alumni

Summary

A passionate Development Professional with experience in research, report writing, curriculum development, training delivery, and advocacy. At present, I am working as an Assistant Manager at the Trust for Democratic Education and Accountability – Free and Fair Election Network (TDEA-FAFEN) Islamabad.

Contact Info

LinkedIn Profile:

[linkedin.com/in/mahpara-farrukh-61865051/](https://www.linkedin.com/in/mahpara-farrukh-61865051/)

mahpara1@gmail.com

+92-321-536-3500

Skype: mahpara17

Twitter: @mahpara1

Skills & Proficiencies

- Data Collection
- Data Entry
- Research Skills
- Writing Skills
- Communication Skills
- Computer Skills – MS Word, PowerPoint, Excel
- Advocacy
- Report Writing
- Curriculum Development
- Training Delivery

Language Skills

- English (Excellent reading, writing and speaking)
- Urdu (Excellent reading, writing and speaking)

Work Experience

Assistant Manager

TDEA-FAFEN

June 2020 - Present

- Drafted a detailed research report on “State of Compliance with Decent Work Principles in the Brick Kiln Sector” and presented the key findings of the research at the report launching event.
- Developed research tools, such as survey and interview questionnaires and conducted Focus Group Discussions (FGDs) with multiple stakeholders of the brick kiln industry in Pakistan
- Drafted policy brief on “Use of Electronic Voting Machines in Pakistan”.
- Drafted donor reports for all the projects keeping in view the requirements and templates followed by donors.
- Drafted research report on “Beyond Numbers – FAFEN’s survey on low women’s turnout areas.

Program Officer

TDEA-FAFEN

Dec 2016 - Dec 2017

- Part of the team for establishing the first-ever ‘Women Workers Alliance (WWA)’ in Islamabad.
- Participated in gender audit and developed various fact sheets for advocacy purposes;
- Developed a comprehensive advocacy strategy on social media for the project including the provincial/district level contextualization;
- Successfully developed linkages with various stakeholders at district, provincial, and national levels to promote the advocacy agenda;
- Effectively conducted advocacy on social media by posting engaging content e.g. posts, tweets, videos, etc.
- Moderated the project launching event.

International Work Experience

Mentor

University of Melbourne

Feb'19 – Oct' 19

Articulating Mentoring Program

- Guided articulating program students in successfully completing Graduate Certificate of Arts
- Corresponded with students by email, phone, and in-person throughout the first semester

Mentor

University of Melbourne

Dec'18 – Jun'19

Arrival Mentoring Program

- Corresponded and guided newly arrived Australia Awards Scholars
- Conducted university and city tour to the newly arrived scholars

Other Work Experiences

- Teaching experience at Army Public School (April 2011 - February 2012)
- Internship at Ministry of Social Welfare and Special Education (February 2010 - January 2011)
- Internship at Pak Institute of Peace Studies (August 2009 - August 2009)
- Internship at PAYAAM (July 2008 - September 2008)
- Internship at Inter Services Public Relations (July 2006 - August 2006)

Work Experience

Parliament Consultant

TDEA-FAFEN

Jul 2016 - Nov 2016

- Assisted in the revision of election/parliamentary observation checklists
- Assisted in the drafting of election observation reports for local government elections in Pakistan
- Successfully conducted training of elections observers for local government elections and by-elections in various districts across Pakistan
- Assisted in drafting preliminary reports for all by-elections
- Engaged with parliamentarians, media, and government officials in various advocacy events such as consultative events, dialogues, sessions, discussion forums etc.

Program Assistant

TDEA-FAFEN

May 2015 - Jun 2016

- Conducted election observation training of observers for local government elections in Khyber Pakhtunkhwa
- Assisted in the drafting of election observation reports

Research Consultant

TDEA-FAFEN

Dec 2014 - May 2015

- Prepared materials for field researchers
- Conducted key informant interviews with MNAs, MPAs, and government officials for validation and stakeholder analysis
- Conducted FGDs with project beneficiaries and other project stakeholders involved in various projects related to the education sector in Pakistan
- Developed snapshots for the education projects implemented in Pakistan by the donor
- Prepared periodic monthly and quarterly progress, closeout and stakeholder analysis reports
- Nominated as acting campaign coordinator for the project in the absence of the lead

Report Writer

TDEA-FAFEN

Jan 2013 - Jul 2013

- Prepared reports on governance monitoring of health departments, education departments, and retail monitoring across Pakistan

Training Conducted and Attended

- Conducted Election Observation Training for By-elections in various districts of Sindh, Punjab, and Khyber Pakhtunkhwa
- Conducted District Coordinators' Four-day Training for
- Conducted Program Management Training for different projects
- Conducted Election Observation Training for Local Government Elections in Khyber Pakhtunkhwa 2015
- Attended Training of Trainers for Local Government Elections
- Attended Training of Facilitators for Beneficiary Analysis

Academic Awards and Achievements

- Press Secretary English in College.
- Active participation in essay competitions.
- Distinction in French Elective
- Contributed in Young World Dawn.
- Member of Right-On Youth Network of Human Rights Education Program
- Participated in Radio Programs
- Student member of Society of Asian Civilization of Pakistan

Educational Background

Master of Development Studies

Institution: The University of Melbourne, Australia

Year of Graduation: 2019

Master of Behavioural Sciences

Institution: Fatima Jinnah Women University, Pakistan

Year of Graduation: 2009

Bachelor of Arts in Psychology with a Minor in French

Institution: Punjab University, Pakistan

Year of Graduation: 2006

Awards and Volunteer Work

Australia Awards Scholarship

Awarded by Australian Department of Foreign Affairs and Trade

2018-2019

Volunteer

Institution: Open Table Australia

2019

- Prepared food along with the team of volunteers for the community
- Served the community with a plate of food
- Engaged in minimizing food waste

Leaders in Communities Award

Institution: The University of Melbourne

2019

- This award encourages and recognizes students' participation in volunteering and extracurricular activities, both on and off the campus.
<https://australiaawardssouthasiamongolia.org/stories/scholar-reflections-mahpara-farrukh/>

Volunteer - Australia Awards Scholars Club

Institution: The University of Melbourne

2018-2019

- Planned activities for Australia Awards Scholars to network and socialize
- Contributed to the management of events, trips, and activities for the Australia Awards Scholars at the University of Melbourne