

# SYEDA SAWEIRA TOUQUEER

## ANTHROPOLOGIST

### CONTACT

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### SUMMARY

Dedicated, analytical, and detail-oriented anthropologist with over four years of experience in ethnographic research, socio-cultural analysis, thesis writing, and field-based community engagement. Skilled in qualitative research methods including fieldwork, data collection, participant observation, and analysis, with a proven ability to present findings to diverse academic and professional audiences. Currently serving as a Research Assistant (Data Enumerator) at *Fatima Jinnah Women University, Rawalpindi* for the academic research project “*Cemetery Management and Funeral Services: Challenges for City Government and Way Forward*,” which aims to provide evidence-based policy recommendations for improving urban management and service delivery in Rawalpindi. Previous experience includes internships in departmental coordination at *Fatima Jinnah Women University*, emergency response with *Rescue 1122*, and community work at the *Deputy Commissioner Office*. Successfully presented thesis research at an international conference, demonstrating expertise in global educational patterns. Committed to applying anthropological insights to address real-world challenges, promote sustainable urban development, and contribute to positive social change.

### EDUCATION

|                                                                                                                                          |                    |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Fatima Jinnah Women University, Rawalpindi</b><br>Bachelor's Degree in Anthropology<br>Ethnographic Research Thesis<br>CGPA: 3.10/4.0 | <b>2019 - 2023</b> |
| <b>Punjab College for Girls G.T Road, Jhelum</b><br><br>Intermediate: Pre-Medical                                                        | <b>2017 – 2019</b> |
| <b>Govt. Girls Higher Secondary School, Sarai Alamgir</b><br>Matriculation: Science                                                      | <b>2015 – 2017</b> |

### PROFESSIONAL EXPERIENCE

**Research Assistant (Data Enumerator)**  
**Department of Economics, Fatima Jinnah Women University, Rawalpindi**  
**Project:** “Cemetery Management and Funeral Services: Challenges for City Government and Way Forward”  
**11 August, 2025 – 10 November, 2025**

- Contributed to an academic research project employing a mixed-methods approach, combining qualitative interviews, field observations, and quantitative survey techniques.
- Conducted extensive field visits across all neighborhoods of Rawalpindi, engaging with Muslim and Christian households, local bazaars, and mosques to gather comprehensive community-level data.
- Collected qualitative and survey data through structured questionnaires and key informant interview.

- Collaborated with civil society organizations, NGOs, community representatives, and gravediggers to understand the operational, social, and cultural aspects of cemetery management and funeral practices.
- Undertook site visits to multiple graveyards across Rawalpindi to document management practices, infrastructure conditions, and local governance challenges.
- Assisted in data organization, transcription, and analysis, contributing to evidence-based recommendations for improved urban management and service delivery.

#### **Department Coordinator (6 Month's Paid-Internship)**

**22 January, 2025 - 22 July, 2025**

##### **Fatima Jinnah Women University, Rawalpindi**

- Manage the schedules of the Department of Chemistry at the Fatima Jinnah Women University, Rawalpindi
- Coordinate and schedule meetings and conferences with internal and external professionals
- Coordinate and Manage Visiting Faculty
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization
- Prepare Inter-Office Memorandums, Time Table, Date Sheet, Scholarships and Laptop Scheme related work
- Manage records, reports, and documents, maintaining accuracy and confidentiality
- Developed strong communication and interpersonal skills, working with students, faculty and staff
- Handel University Official Portal UMS of the Department of Chemistry
- Coordinated daily operations and activities within the Department of Chemistry
- Assist faculty members and staff with administrative tasks, ensuring smooth departmental functioning

#### **Community Work**

**24 June, 2023 - 28 June, 2023**

##### **Deputy Commissioner Office, Jhelum**

- **Eid-ul-Adha Initiative:** Planned and distributed sanitary bags for sacrificial animals in Jhelum city with the Assistant Commissioner Jhelum, promoting public health and hygiene during the festive season.
- **Cultural Preservation:** Collaborated with Archaeologist and SDO Rohtas Fort, Jhelum to obtain historical information about the Rohtas Fort, Jhelum, demonstrating expertise in cultural preservation and documentation.

#### **Internship - Unpaid**

**August 2022 - September 2022**

##### **Punjab Emergency Service Department, Rescue 1122, Jhelum**

- **Major Tasks Achieved During Internship**
  1. Emergency Management
  2. Duty Roaster Planning
  3. Control Room Operation
  4. Emergency Response with EMT
  5. Inventory of Store Items
  6. Wrote a detailed qualitative research report

- **Practical Training Received During Internship**

1. Pakistan Life Savor Course
2. Community Action for Disaster Response (CADRE) Skills
3. Basic Community Training Online Teaching Course

## **RESEARCH EXPERIENCE**

### **Ethnographic Research Thesis (During Bachelor's in Anthropology)      2022 – 2023**

**Title:** *"The Path of Faqr: An Ethnographic Study of Mystical Discourses at the Shrine of Sultan Bahu"*

- Conducted Multi-sited Ethnographic Research at the Shrine of Sultan Bahu and his 8th descendant named Sultan Abdul Aziz Shrine in Garh Maharaja, District Jhang, Province Punjab, Pakistan, that is almost 400 km from my hometown Sarai Alamgir.
- Collected qualitative data through In-depth interviews with local interlocutors, conversing in Urdu and their Native language.
- After collecting data aligned with my research objectives and transcribing them into English, utilized thematic analysis to identify patterns and key findings, as mentioned in my thesis.
- Developed strong qualitative research skills, including fieldwork, data collection, analysis, and interpretation.
- Thesis Grade: A (4.00 GPA)

## **VIRTUAL PRESENTATION OF THESIS AT INTERNATIONAL FORUM**

### **9th Annual Global Issues Conference**

**April 11, 2025**

- Presented research thesis at the 9th Global Issues Conference, a prestigious international forum addressing pressing global challenges.
- The Global Issues Conference is organized by East Carolina University and State University of Applied Sciences in Krosno on behalf of Global Partners in Education.
- Delivered a virtual presentation on **"The Path of Faqr: An Ethnographic Study of Mystical Discourses at the Shrine of Sultan Bahu"**, sharing fieldwork experience, findings, and insights to a global audience of scholars, researchers and experts.
- Engaged in discussions and Q&A sessions, receiving feedback from the attendees from diverse backgrounds.

## **SKILLS**

- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Administrative experience
- Coordination Skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing Chemistry Department at FJWU
- Research Project Management
- Ethnographic Skills (Participant Observation, Rapport Building, In-Depth Interviews, Field Notes)
- Ethical Considerations
- Qualitative Research Skills
- MS Office
- Excellent Work Ethics
- Critical Thinking

## **CERTIFICATES**

- Certificate of Participation at the 9th Global Issues Conference organized by East Carolina University and State University of Applied Sciences in Krosno on behalf of Global Partners in Education.
- Certificate of community work at Deputy Commissioner Office, Jhelum
- Certificate of un-paid internship at Punjab Emergency Service Department, Rescue 1122, Jhelum
- Certificate of Basic Community Safety Online Training Course conducted by Punjab Emergency Service Department, Rescue 1122, Jhelum
- Certificate of Pakistan Life Savers Course conducted by Rescue 1122 Central Station Gujrat
- Certificate of Participation during the Entrepreneurship Fair 2021 Conducted by FJWU, Rawalpindi

## **LANGUAGES**

- English
- Urdu
- Punjabi

## **INTERESTS**

- Qualitative Research and Analysis
- Global issues and trends
- Exploring new technologies and tools to enhance research and analysis
- Reading Research Papers
- Experiencing different cultures to broaden perspectives
- Volunteering for social causes and community development projects