

Summary

Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to grasp new tasks quickly. Experienced in Social work activities, developing and interpreting quantitative and qualitative data, and seeking a position at an agency dedicated to positive social change and community development. A hard working and reliable individual with strong ability in communication skills. Highly organized, proactive and punctual with team-oriented mentality.

Skills

 Advanced skills in MS
 WORD, MS EXCEL, MS
 PowerPoint, IBM SPSS
 (Statistical Package for Social Sciences.
 Data analysis.

- . Project Assistance.
- . Research Paper Writing.

Curriculum Development.
Positive Learning
Environment.
Educational Technologies
Implementation.
Quick Learner.

Experience

Jun 2021-Nov 2022

Graduate Researcher, Quaid-i-Azam University Islamabad Pakistan

- . Developed work plans in accordance with research objectives.
- . Collected data by executing planned research protocols.
- . Conducted tests and examined samples to determine important qualities.
- . Interpreted data analysis results to draw inferences and conclusions.
- . Identified problems and performed root cause analysis and troubleshooting to refine procedures.
- . Supervised the work of undergraduate researchers to help further studies.

Jun 2021- Jul 2021 Data Collector Intern, Secourse Islamic France, Islamabad, Pakistan.

. Collected and documented data to support research and informationgathering activities.

. Stayed on top of daily workload with speed and efficiency.

. Visited homes or places of business to conduct studies or collect data.

. Scheduled and conducted interviews to support data collection.

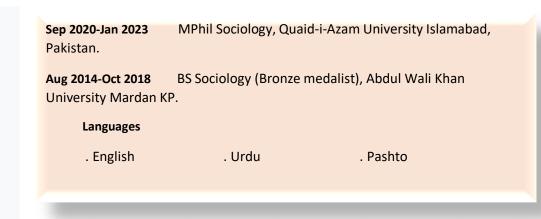
. Helped individuals fill out forms and questionnaires and answer questions to foster accuracy.

. Conducted data collection in multiple languages based on participant choice.

. Kept data secure and followed proper procedures for uploading and transmitting the information.

Apr 2019- Sep 2020	Coordinator/Teacher, Focus International School and College Mardan, Pakistan
	communication and positive feedback.
	. Maintained focused, inclusive, and supportive learning environments.
	. Attended conferences, workshops, and seminars to increase job-related
	knowledge.
	. Liaised with a team of professionals to implement comprehensive
	educational action plans for special needs and at-risk students.
	. Delivered interactive group instruction to administer lessons and
	assignments, successfully engaging students of all learning abilities.

EDUCATION



Activities and Honors

• Appreciation certificate for performing a 1-week survey in Mardan medical complex regarding the doctor-patient relationship.

. Performed 1-week field work in Kashaf foundation Mardan.

• Performed a 1-month survey of Post distribution monitoring for Scourse Islamic France (SIF).

. Appreciation certificate for attending two days of IM Peace from the Centre for Social Education and Development.

Certifications

. Certified Coordinator and teacher, Focus International School Mardan - 2020.

. Certificate for obtaining 3rd position in BS (Bronze medalist).