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**PERSONAL INFORMATION:**

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| **Full Name** | **Kainat** |
| **Father Name** | **Muneer Ahmed** |
| **Email address** | **kainatsangi401@gmail.com** |
| **CNIC No** | **43203-7427213-0** |
| **Date of Birth** | **25** |
| **Gender** | **Female** |
| **Mobile No** | **03123197262** |
| **Nationality** | **Pakistani** |
| **Domicile** | **Sindh (Rural)** |
| **District of Domicile** | **Larkana** |
| **Religion** | **Islam** |
| **Marital status** | **Unmarried** |
| **Disability** | **No** |
| **Height** | **5ft 1in** |
| **Weight** | **88.5 kg** |
| **Blood group** | **O+** |
| **Diseases** | **None** |
| **Convicted** | **No** |
| **Driving license** | **No** |
| **Dual/Foreign National** | **No** |
| **Spouse dual/Foreign National** | **No** |
| **Mailing Address** | **House No 1446 Islam Chowk orangi 11 1/2 District West Karachi** |

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| **Education** |  |  | **Subjects** |  |  | **Duration** | **Marks/Percentage/CGPA** |
| **DEGREE/CERTIFICATE** | **INSTITUTE** | **BOARD/UNIVERSITY** | **Names** | **FROM** | **TO** | **OBTAINED** | **TOTAL** |
| **M.A English Literature** | **Shah Abdul Latif University, Khairpur** | **Shah Abdul Latif University, Khairpur** | **History of english literature, Romantic poetry, Classical Poetry, Drama, Prose, Literature criticism, English Language, World literature, Fiction** | **2015** | **2016** | **687** | **1500** |
| **B.SC** | **Shah Abdul Latif University, Khairpur** | **Shah Abdul Latif University, Khairpur** |  | **2013** | **2014** | **1115** | **1650** |
| **Intermediatee** | **Board of intermediate and secondary education, Larkana** | **Board of intermediate and secondary education, Larkana** |  | **2010** | **2011** | **733** | **1100** |
| **Matriculationn** | **Board of intermediate and secondary education, Larkana Sindh** | **Board of intermediate and secondary education, Larkana Sindh** |  | **2008** | **2009** | **647** | **850** |

**FIELDS OF EXPERIENCE:**

* **Human Resource**
* **Health**
* **Monitoring & Evaluation**

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| **JOB/WORK EXPERIENCE** | **DURATION** | **EXPERIENCE** |
| **UNION COUNCIL POLIO OFFICER at Worked as a UCPO at UC-04 Gujro Gadap District East in CTC Chip Training And Consulting (Pvt) LTD**  **Responsibilities:**  **To make micro plan of SIAs and EI for determining timely vaccination activities.**  **Visit Zero and Active sites in the hospitals of Union Council to collect the Zero report.**  **Before polio campaign giving training to area supervisors and teams**  **Evening review meetings on a daily basis during the polio campaign**  **To Resolve the issues raised in the evening meeting the next day**  **Surveillance of Polio Cases, Measles Cases and Tetanus Cases.**  **Monitoring during Intra Campaign.**  **Visit Fixed/Outreach Sites of EI activities and taking clusters of Zero dose and Defaulter children.** | **24 Sep 2018 to 17 Nov 2021** | **3Y1M25D** |
| **SOCIAL MOBILIZER at United Nation International Children’s Education Fund (UNICEF)**  **Responsibilities:**  **To mobilize communities about health, education and nutrition of their children.**  **To Organize seminars on awareness of health, education and nutrition of children.**  **Attend meetings and training with capacity building of community based organizations.**  **Voluntarily participated in different community development projects.** | **12 Nov 2013 to 04 Feb 2015** | **1Y2M24D** |
| **TEMPRORY TOWN SUPPORT PERSON at World Health Organization**  **World Health Organization (WHO)**  **Polio Eradication Initiatives (PEI)**  **Responsibilities:**  **Responsible for Monitoring and evolution during Polio campaigns.**  **To ensure accurate and timely deployment of mobile teams.**  **Work in close collaboration with Union Council Medical Officer (UCMO) and Union Council Polio Officer (UCPOs) for field and monitoring teams.**  **Conducted meetings with Area In charges and mobile teams to spread awareness about Polio campaign in communities.**  **To check and balance on Basic Health Centres (BHU) regarding vaccines vial monitor (VVM) of Polio Vaccines.**  **Deadlines and Submit of the Polio campaign reports to Polio Eradication Officer (PEO)** | **27 Jan 2009 to 06 Nov 2012** | **3Y9M11D** |

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| **Skill** | **DESCRIPTION** | **PROFICIENCY** |
| **Communication** | **I Have Some Communication Skills Excellent written and verbal communication skills. Confident, articulate, and professional speaking abilities (and experience) Empathic listener and persuasive speaker. Writing creative or factual. Speaking in public, to groups, or via electronic media. Excellent presentation and negotiation skills.** | **Expert** |
| **Administrative Skill** | **My Administrative skills are the skills that increase office productivity by consolidating time-consuming administrative tasks into one role. The most common skills include keeping projects on track, arranging travel, scheduling meetings, and filing expense reports.** | **Intermediate** |
| **Management.** | **i am sending some management skills, i have learnt through many years of working. check them below. Leadership Project management Planning Delegation Coaching Negotiating Empathy Interpersonal skills Communication Problem solving Coordinating Organization Conflict resolution Strategic thinking Public speaking Logistics Technical knowledge Networking/outreach Collaboration Execution Decision making Innovation Listing these skills is not enough. To demonstrate to a potential employer that you have the management skills to succeed, you’ll want to illustrate how you managed a team and how much impact you had, so that your resume shines in a competitive applicant pool.** | **Expert** |

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| **TRAINING/CERTIFICATION** | **LOCATION/INSTITUTION** | **DURATION** |
| **One Year Diploma In Information Technology** | **Sindh Board of Technology Education Karachi** | **One year** |

**LANGUAGES:**

* **Sindhi**
* **Urdu**
* **English**