**Curriculum Vitae**

**PERSONAL PROFILE**

Name: Manahil Mazhar

Gender: Female

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I’m a hardworking Public Health Professional looking forward to expanding my professional portfolio by diverse working exposures. Well-versed in all support functions and managing communication between internal and external stakeholders, I have a sound command over coordination schedules and program implementation, minute taking and report writing. With a calm personality and creative style, I am a detail-oriented team player with hands-on organizational skills. Bestowed with the ability to handle multiple projects simultaneously, I am also dependable at managing multiple priorities with a positive attitude.

**EDUCATION**

* 2019-2021 Master of Science, Applied Psychology, NUML, Islamabad
* 2015-2017 Bachelor of Arts, University of the Punjab
* 2011-2013              GCE A-Level Beaconhouse Margalla Institute, Islamabad
* 2008-2011              GCE O-Level Beaconhouse Margalla Institute, Islamabad

**SKILLS & COMPETENCIES**

* Microsoft Office.
* Schedule Management
* Program Implementation
* Materials Preparation
* Workshop Coordination
* Data Gathering, Organization & Data entry
* Trained in first aid with Cardiopulmonary Resuscitation
* Report Writing
* Dependable and Responsible
* Interpersonal Communication

**WORK EXPERIENCE**

**Research Associate,** 02/2023- ongoing

**Ministry of National Health Service Regulation & Coordination,** Islamabad, PK

* Liaison coordination with WHO focal person and provincial stakeholders for Hospital Sector TWG.
* Drafting and delivering talking points and briefs for Director General Health and other senior officials.
* Researched international best practices and assisted in formulating the National Health Financing Policy Framework.
* Attended and facilitated Hospital Sector TWG and Patient Safety workshops.
* Prepared agenda, talking points and meeting reports on Patient Safety, and hospital sector.
* Liaised with federal and provincial departments of health for nominations & follow up.
* Minute taking and reporting of Hospital Sector, Patient safety, HMIS TWG along with various other ongoing activities.
* Presented and curated sessions on different components of health financing like year marking and pooling.
* Prepared noting and notifications for amendments in government files.
* Attended, facilitated and documented multiple consultative workshops regarding, but not limited to health financing.

**Program Assistant,** 06/2021- 01/2023

**Khuddi Research & Development Private Limited,** Islamabad, PK

* Collaborated with various departments to unravel issues, identify applicable solutions and swift implementation of various ongoing projects.
* Facilitated programming by coordinating resources and deliverables between departments
* Donor facilitation, reporting, monitoring and minute taking.
* Conducted field visits for monitoring and evaluation with senior management.
* Maintained and updated project related documents.
* Attended and facilitated provincial training of trainers.
* Produced training materials, presentations and resources for curated learning of doctors and health practitioners.
* Formulated provincial and district wise situational analysis reports regarding EPI indicators
* Participated in workshops and presentations related to ongoing projects.
* Maintained accurate records and documentation of GHD-EMPHNET funded project for donor facilitation and updates.
* Curated and drafted reliable, concise activity highlights to be shared on various social media platforms.

**Training Coordinator,** 08/2013- 08/2015

**ACPD Pakistan,** Islamabad, PK

* Facilitated in preparation of the training material.
* Administrative checklists of the WHO funded PCPNC, ENC and IMNCI trainings at PIMS hospital, Islamabad, Pakistan
* Assisted in compiling training hand books and related course materials.
* Worked with the corel management to identify, plan, align and address training needs.
* Built constructive trainer and vendor relationships for swift program delivery.
* Scheduled and coordinated training sessions, including booking facilities and arranging catering.
* Coordinated with department leaders to identify training needs and develop targeted strategies to mitigate hindrances in service delivery.
* Met budget boundaries through monitoring and reviewing training expenses.
* Recorded and maintained detailed training records and reports for management and donor review.
* Coordinated training schedules across various platforms with supervisors and participants to optimize training initiatives and workflow management.

**INTERNSHIPS**

**DESIGN ASSISTANT,** 06/2021- 08/2021

**Bisma Kayani Fashion Studio,** Islamabad, PK

* Conducted market research to understand trends and customer preferences.
* Scheduled consultations to present sample fabrics and provide recommendations.
* Managed client accounts by creating invoices and purchase orders and organizing payments and deposits using microsoft excel.
* Ordered samples from vendors to handle presentation to clients
* Completed order information by filling out order forms and handling cash advances and receipts.
* Handled communication with clients by answering telephone calls and responding to emails and messages through various social media platforms.
* Obtained approval of concepts by submitting drafts to the management or clients.
* Applied skill in color theory and composition to bring client vision to fruition.
* Analyzed user behavior and feedback to optimize design and user experience.
* Developed and maintained a comprehensive library of design assets like swatches for easy access and reuse.
* Guaranteed designs adhere to company brand standards and guidelines.

**Disaster Management Intern,** 07/2011- 08/2011

**Pakistan Red Crescent Society, National Headquarters,** Islamabad, PK

* Analyzed problems and worked with team supervisors to develop solutions
* Conducted research, compiled data, updated spreadsheets, and produced timely reports.
* Sorted and organized files
* Developed and maintained relationships with key internal stakeholders
* Prepared project reports and presentations to assist senior staff.
* Collaborated with senior management on new initiatives to build confidence.

**LANGUAGES**

* English: Fluent
* Urdu: Fluent
* Pashto: Excellent
* Turkish: Basic

**PROFESSIONAL REFERENCES**

* Can be made available on request