


PERSONAL INFORMATION **Natasha Bibi**

 House 464, Street 115 Sector D12/1. Islamabad, Pakistan

 (+92)3330539985

 syed_natasha@live.com

Sex Female | Date of birth November 12, 1990 | Nationality Pakistani

ACADEMIC INFORMATION

Year 2020	MS – International Relations Bahria University Islamabad, Pakistan Thesis in Progress
Year 2015	Masters of Sciences – Psychology University of Peshawar, Pakistan Principal Subjects: Developmental Psychology, Behavioral neuro science, Educational Psychology, Psychopathology, Counseling, Social Psychology, Disaster management, Criminal Psychology, Research Methodology
Year 2012	Bachelors of Sciences – Psychology University of Peshawar, Pakistan Principal subjects: Psychology, English Literature
Year 2009	Intermediate – Pre Medical Pakistan International Public School, Abbottabad Principal subjects: Biology, Chemistry, Physics, English Compulsory, Urdu, Islamiyat, Pak Studies
Year 2007	Matriculation – Science Pakistan International Public School, Abbottabad Principal subjects: Biology, Chemistry, Physics, Maths, English Compulsory, Urdu, Islamiyat, Pak Studies

PERSONAL SKILLS

Mother tongue(s)	Urdu
English	Excellent Reading, Listening, Speaking and Writing
Urdu	Excellent Reading, Listening, Speaking and Writing

Communication skills Good communication skills: gained through my experience as a teacher and researcher
Presentation skill: gained through academics
Excellent convincing power: gained through social activities

Organizational / managerial skills	Working ability to work as a team player Ability to take responsibilities
Computer skills	Meeting the assigned tasks within deadline Microsoft Office 2010, Windows 8, Web Browsing, Printing, Scanning
Other skills	Excellent writing skills for projects and research work Good reading, listening and writing skills Ability to adjust in any environment Time management and Punctuality Leaderships and Administrative Qualities

WORK EXPERIENCE

KIPS College Role: Student counselor (September 2020- Present) Responsibilities:

- Listening to students' academic, emotional, social, and behavioral concerns in an open and non judgmental way.
- Working directly with students to develop solutions and set achievable goals.
- Assisting with conflict mediation and resolution between students, students and teachers, or parents and teachers to ensure students' goals are not disrupted.
- Providing one-on-one career guidance and skills assessment to assist with career development.
- Helping students to prepare for admissions applications and tests.
- Providing students with materials related to a career of their choice or career counseling to suit their skills.
- Developing, monitoring, and assisting with counseling programs.

Experience Beer Development Society (NGO) Role: counselor (March 2016- February 2018) Responsibilities:

- Helping people as individuals and groups, to improve their well-being, alleviate their distress, resolve their crises, and increase their ability to solve problems and make decisions.
- To assist individuals and groups in areas related to personal wellbeing, interpersonal relationship, health, and crisismanagement.
- Counseling of women on domestic issues.
- Working in underdeveloped areas for improving the Educational standards.
- Worked for the improvement of organizational structure.
- Conducted different training programs for employee development.

Modern age Girls College Abbottabad Role: School Counselor (April 2015- February 2016) Responsibilities:

- Listen to students' concerns about academic, emotional or social problems
- Help students process their problems and plan goals and action
- Mediate conflict between students and teachers
- Improve parent/teacher relationships
- Assist with college applications, jobs and scholarships
- Facilitate drug and alcohol prevention programs
- Organize peer counseling programs
- Refer students to psychologists and other mental health resources

Combined Military Hospital

Role: Clinical Psychologist (intern)(Jan –March 2015

Responsibilities:

- Conducted clinical interviews with clients and relatives to obtain information regarding attitudes, social background, developmental history, and other factors relevant to psychological evaluations.
- Assisted clients with resolving conflicts and developing more productive ways of coping with issues.
- Prepared reports including diagnoses, prognoses, and other psychological findings relevant to the disposition and treatment of cases.
- Perform detailed client record documentation and maintain caseloads records.
- Prepare intake and discharge summaries, progress notes and treatment reviews

ADDITIONAL INFORMATION

Projects Enhancement of student's achievement and confidence; an awareness program project for my finale year Masters degree.

Honors, Awards and Achievements Secured 2nd position over all in my masters program in university of Peshawar.
Secured 3rd position over all in Matriculation in Abbottabad College.
Secured 1st position in Inter Board declamation contest in District Abbottabad.

Conferences, Seminars and Workshops Attended Attended workshop on Speech and work therapy in baragali Abbottabad in year 2014.
Attended workshop on Cognitive behavior therapy and its techniques in Peshawar in year 2015.
Attended seminar on First AID organized by Pakistan Red Crescent society in Abbottabad in year 2011.
Voluntarily working in Rehabilitation centre with Drugs addicts in Peshawar.

REFERENCES

References can be provided on request.