

# ZAHIDA

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## OBJECTIVE

“A challenging position in an organization where I can utilize my knowledge, skills & problems solving abilities for my career growth & professional advancement.

## JOB EXPERIENCE

Working as Enumerator in Census Department of Sindh, Pakistan. **Still doing**

### Job Description:

- Conducts visits and surveys residents to compile data for demographic and economic profiles of citizens.
- Visiting citizens at their homes to conduct interviews and collect demographic data.
- Conducting extensive and thorough visual surveys of areas covered during the census procedure.
- Creating survey sheets or working on predefined surveys to gather census information.
- Collect data.
- Update Census.

## JOB EXPERIENCE

Supervisor in Health Department of Sindh. **2019-2023**

### Job Description:

- Produce a detailed report that can be used in a business sale, litigation matters, divorce proceedings, or in establishing partner ownership.
- To serve as monitoring and data supervisor an out-reach and community contact points in support of social mobilization and use of interpersonal-communication knowledge and skills with mothers, caregivers, parents, family members and other community members/leaders in creating demand and acceptance of polio drops (OPV) & routine immunization.
- Monitor and supervise the field work of an average of 5 community health workers.

## JOB EXPERIENCE

Supervisor in CBV in Health Department of Sindh. **2016-2019**

### Job Description:

- Produce a detailed report that can be used in a business sale, litigation matters, divorce proceedings, or in establishing partner ownership.
- To serve as monitoring and data supervisor an out-reach and community contact points in support of social mobilization and use of interpersonal-communication knowledge and skills with mothers, caregivers, parents, family members and other community members/leaders in creating demand and acceptance of polio drops (OPV) & routine immunization.
- Monitor and supervise the field work of an average of 5 community health workers.
- Coordinate with all community health workers on gathering, compiling HH vaccination data on weekly/monthly basis.
- Any other on PEI / EPI activities.

## JOB EXPERIENCE

Worked as Vaccinator in Health Department of Sindh MR, Covid-19 Vaccination.

### Job Description:

- MR Vaccination Campaign.
- Typhoid Vaccination Campaign.
- Covid-19 Vaccination Campaign.

## **JOB EXPERIENCE**

Worked as Private School Teacher.

### **Job Description:**

- Primary School Teacher from 2009-2010
- Middle School Teacher from 2010-2011
- Type all the papers of exam and other documents.
- Attended meetings for improve schooling system.
- Responsible for new Admissions And their information.

## **ACADEMIC QUALIFICATION**

**BACHLORSE IN-ARTS (Four years degree)      2022**  
(From University of Sindh, Jamshoro Sindh)

**INTERMEDIATE-COMMERCE      2013**  
(From Board of Intermediate Education, Karachi)

**MATRICULATION -SCIENCE      2005**  
(From Board of Intermediate & Secondary Education, Mirpurkhas Sindh)

## **OTHER QUALIFICATION**

- 4 months certificate course of “English Language”
- 3 months certificate course of “MS Office”

## **PROFESSIONAL EXPERTISE**

I am loyal, honest, committed, dedicated, well organized, punctual & hard worker.

## **WORK SKILLS AND CAPABILITIES**

Capable of doing both manual and computerized work.

## **LANGUAGE**

**URDU**      (Speaking, writing & reading)

**ENGLISH**      (Speaking, writing & reading)

## **OTHER ACTIVITIES**

Reading books, surfing on net, playing athletics games, & looking for new challenges.

## **REFERENCES**

Available on request

I hereby certify that the above details are true to the best of my knowledge & belief.