**ZUNAIRA MICHAEL**

**Address** Peshawar, KPK, 25000

**Phone**  0314-9915469

**E-mail** [zunairamichael0@gmail.com](mailto:zunairamichael0@gmail.com)

Capable of managing and coordinating staff. Proven ability to partner with multi-disciplinary teams .Highly organized and diligent management professional with good verbal and written communication skills.

**SKILLS**

* Medication dispensing and immunizing
* Customer service, education, and counseling
* Maintaining and coordinating inventory
* Drug abuse prevention
* Out-patient and In-patient care
* Pharmacy software operation
* Medication expiry check
* Team management
* Presentation and public speaking
* Critical Thinking and Problem Solving
* Proposing Solutions to technical Problems
* Strategic Thinking and Planning
* Writing Proposals of Projects
* Project Management
* Operations Management
* Human Resource management
* Administrative and Financial Management
* Logistic and Procurement
* Survey and Research
* Budget Development
* Report Writing
* IT Skills
* Coordination Skills
* Monitoring and evaluation Skills

**WORK HISTORY**

**REPRODUCTIVE HEALTH COORDINATOR**

**Prime Foundation**

* Contribute to the Planning, and implementing to all RH activities in all designated RHs centers.
* Conduct field monitoring visits to all RH designated RHs centers.
* Lead assessments.
* Compile data and report on regular basis to the Donor and Prime management.
* Attend cluster and other official meetings.
* Ensure that feedback and response mechanisms are in place and working smoothly.
* Report complaints and feedback to the PM in a timely manner.
* Work with affected communities and establish close relationships with them.
* Identification and management GBV and Non GBV clients.
* Development of an action plan for their further referral.
* Coordinate in Arranging trainings and workshops
* Delivering trainings as a trainer
* Contribute to the capacity building of the field staff.
* Finding loopholes and provision of technical support to staff members.
* Develop schedules and organize trainings.
* Support research and study activities as assigned by the PM.
* Support the elaboration of information, education and information materials (IEC).
* Develop and maintain contacts with all relevant stakeholders including government, security forces, and partner organizations.
* Cooperate with government institutions, non-government organizations, and the local community.
* Regularly attend cluster coordination and other relevant meetings.
* Represent the project/program in front of relevant stakeholders.
* Regularly share information on lessons learnt in the field.

**Feb 2022 - Sexual reproductive health/Gender based violence officer**

**Pakistan Village Development Program**

* Developing guidance to ensure the MISP and appropriate SRH/GBV components are integrated into emergency response proposals
* Contribute to assessment reviews and recommendations
* Contribute to development of guidelines and protocols for SRH/GBV interventions.
* In collaboration with the knowledge management officer, establish and maintain regular communication with SRH focal points throughout the organization.
* Using consultative process identify and prioritize technical guidance needs for SRH programming (i.e. MISP guidance for emergency programming contexts, postnatal care, newborn care, etc)
* Participate in internal and external technical meetings/working groups in order to contribute to learning on RH/GBV, share successes and challenges in RH/GBV programming, and to learn about promising and best practices for learning
* Participate in networking on technical issues with other health NGOs with a view to identify and facilitate partnership opportunities with guidance from country team, regional desk, or PH Advisor

**Aug 2021 – Training Officer**

**Pakistan Village Development Program**

* Develop a schedule to assess training needs
* Conduct surveys and interviews
* Consult with other trainers, managers, and leadership
* Conceptualize training materials based on data and research
* Communicate training needs and online resources
* Create training strategies, initiatives, and materials
* Contact and utilize outside vendors and resources for instructional technology
* Test and review created materials
* Conduct training through new materials
* Review employee performance and learning
* Coordinate and monitor enrollment, schedules, costs, and equipment
* Submit training report, along with soft copies of detailed training modules.
* Provide participants’ feedback and pre- and post- test assessment results.
* Propose different approaches and modalities to conduct the training due to the unstable situation caused by COVID 19 pandemic.

**Conducted Training on:**

* Minimum initial services package
* Psychological first aid
* Mental Health and Psychosocial Support
* Clinical Management of rape and Intimate Partner Violence
* Gender Based Violence

**MAR 2021 – PHARMACOLOGY LECTURER**

Ghazali institute of medical sciences

**AUG 2020 – ENGLISH LECTURER**

Innovative teaching academy

**Jan 2020 – HOSPITAL PHARMACY RESIDENCY**

Rehman Medical Institute, Peshawar KPK

* Providing clinical expertise and being an educational resource in relation to medicines eg doses, side-effects, alternatives etc whilst helping to address the public health and social needs of individual patients
* Liaising with and proactively developing relationships with a multidisciplinary team (including colleagues, health professionals and private organizations) and acting as the main point of contact for medicines
* Participate in ward rounds to administer patient drug histories and liaise with patient families, community pharmacists
* Manage the process of medicines reconciliation on admittance or following discharge from hospital and liaise with patients and community pharmacists to ensure patients have the medicines that they need
* Managing, auditing and reviewing prescription and repeat prescription policies to improve the quality, safety and cost-effectiveness of prescribing
* Reduce wasteful polypharmacy and seek to reduce inappropriate and wasteful prescribing of medicines
* Proactively seek to reduce medicine-related hospital admissions and readmissions by identifying medicine-related issues and supporting patients to get the best outcomes from their medicines.
* Handling patients and health care professionals prescription queries and providing remote support where needed
* Research and identify patients that require medication reviews including patient’s clinical condition, blood monitoring and care arrangements
* Perform regular patient reviews to identify and address any medicines-related issues and ensure patients get the best outcome from medicines prescribed
* Make appropriate recommendations to healthcare professionals for patients’ ongoing treatment and for the management of referrals
* Ensuring repeat reauthorization processes are adhered to for high-risk medicines

**INTERNSHIPS**

**Nov 2019 – Hospital Pharmacy Intern**

Shaukat Khanam Memorial Cancer Hospital & Research Centre, Peshawar, KPK

**Oct 2019 – Hospital Pharmacy Intern**

Rehman Medical Institute, Peshawar, KPK

**May 2019 – Industrial Pharmacy Intern**

Polyfine Chempharma, Peshawar, KPK

**May 2018 – Social Work Intern**

Khyber Teaching Hospital, Peshawar, KPK

**Sep 2017 – Hospital Pharmacy Intern**

Hayatabad Medical Complex, Peshawar, KPK

**EDUCATION**

**MASTERS IN PUBLIC HEALTH**

Khyber Medical University, Peshawar, KPK

**MAY 2020 MASTERS IN ENGLISH**

University of Peshawar, Peshawar, KPK

**NOV 2019 BACHELOR OF SCIENCE: PHARM-D**

Sarhad University of Science and Information Technology, Peshawar, KPK

**MAY 2014 BACHELOR OF ARTS: International Relations and Affairs, Law**

University of Peshawar, Peshawar, KPK

**AUG 2012 FSC; PRE- MEDICAL**

Jinnah College for Women, Peshawar, KPK

**MAR 2010 MATRICULATION: SCIENCE**

Presentation Convent High School, Peshawar, KPK

**SOFTWARE**

* MS. Word
* MS. Excel
* MS. Power point
* SPSS
* Pharmacy software (tress, HIMS)

**LANGUAGES**

* English
* Urdu
* Pushto
* Punjabi

**CERTIFICATIONS**

* **MISP** Minimum Initial Services Package
* **HSTP** healthy Spacing and Timing in Pregnancy
* **VCAT** Values Clarification and Attitudes Transformation
* Comprehensive SRH issues management in community
* **MHPSS** Mental Health and Psychological First Aid
* GBV Minimum Standards
* GBV in emergencies
* **CMR/IPV** Clinical management of Rape and Intimate Partner violence
* Clinical Management of GBV client
* Infection Prevention Control
* **SPHERE STANDARDS** - Quality and accountability to effected Population
* **Health care Quality Management and Risk Assessment**

**INTERSTS**

* Reading
* Music
* Travel