

AISHA NOOR

*SOCIAL ACTIVIST | TRAINING COORDINATOR –
SPECIALIST | COMMUNICATION OFFICER &
MANAGER*

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📄 OBJECTIVE

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I'm looking for a dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

As an Empathic person, I have good understanding skills and communicate accordingly which always proved as an asset in my professional experience.

🎓 EDUCATION

MBA | Human Resource

2020 – 2022

3.3

B. Com | Karachi University

2009 – 2011

2nd Division

ACCP-Pro | Aptech Garden Centre

2014

Distinctive – Programming Language (Good Knowledge of HTML5, JavaScript, CSS, SQL, Java, Net)

🔧 SKILLS

- Computer Proficiency
- Leadership Experience (Under my supervision, guided Five FLWs who were promoted to the same position that I was in in 2018 in PEI Program)
- Time Management
- Communication Skills with good Emotional Intelligence
- Believes strongly in Teamwork when in a team
- Problem-solving skills
- Good report writing skills (Writing creative or factual).



EXPERIENCE

Master Trainer, Training Facilitator | ComNet-CBV Program of UNICEF, Karachi, Sindh

2018 – PRESENT

- Organizing and planning training to meet the needs of FLWs (Frontline Workers) in the PEI & EPI program.
- Identification of proper training venues, planning the logistics requirement and date & time of training with the close coordination of other District level members of the same program.
- Preparing Training needs assessments, need-based agendas, and reports on training.
- Interview staff and managers to assess training needs
- Design training curriculum, PowerPoint slides, and presentation
- Develop training agenda and manual for Communication staff regarding communication & Social Mobilization activities
- Support in the hiring of new staff, ensure new hires undertake mandatory training on health and safety practices
- Facilitate Training of trainers (UC-level staff)
- Organize in-house and offsite activities, like presentations, job simulations, and role-playing exercises
- Measure outcomes from training
- Conducted leadership and management skills (Upward and downward management) in District/town/UC level training.
- Monitoring & evaluation of training of FLWs.
- Conducting training using different methodologies to make the training interactive and participatory.
- Preparation of weekly and monthly plans.
- Motivating and Encouraging UC-level staff and Frontline workers, also conducting need-based sessions with them.
- Assisting the District team with any further support required for the betterment and improvement of work.

UCCSO | ComNet-CBV Program of UNICEF, Karachi, Sindh

2016 – 2018

- Support the preparation, implementation & monitoring of PEI (Polio Eradication Initiative) & EPI (Expanded Program on Immunization) social mobilization & communication planning.
- To ensure & identify IEC requirements, logistics requirements & their distribution plan.
- To ensure influential religious leaders, elders, and UC secretaries are included in the micro-plan and support in SIAs (Supplementary Immunization Activities).
- Plan social mobilization activities to reach High-Risk populations.
- Support in preparing Micro-plan.
- Manage, Lead, Monitor, and Supervise the staff, and encourage them to do better if found any weaknesses.
- Give training to Frontline Workers especially focusing on their weakness and polishing their skills more through teaching and activities.

Secondary English Teacher, Coordinator & Section Head | Al-Farooq Islamic School

(2010 – 2013)

- Had to plan and guide all the teachers for annual academic curriculum planning and activities.
- Being an English teacher, prepared a curriculum of English subjects for both primary and secondary sections.
- Managed and guided teachers about their roles and responsibilities, assigning them duties for extracurricular activities when required as per their expertise.
- Looked after payroll and other administrative tasks.

IT instructor & English Teacher | Sardinia English Academy:

(2013 – 2015)

Secondary English Teacher | New Educational Academy:

(2015 – 2016)

Intermediate English Teacher | The Eden Girls College:

(2016)



ACTIVITIES

Certification:

- Aptech Certified Computer Professional (ACCP-PRO)

Academic projects:

- Nextag Shopping Website (HTML, CSS, JavaScript, Photoshop).
- MJ Music House Management System (Java, MySQL).

Professional Development:

- E-Courses Certification on “Prevention of sexual exploitation and Abuse” and “Prevention of sexual harassment and Abuse of authority”
- Participated in "Skills Development Training for Trainers" under the umbrella of UNICEF higher management.
- Trained over 5000 staff in my five years career in training management focused on behavior change communication, interpersonal communication, and different tactics of social mobilization for vaccine acceptance in the community.
- Supported in keeping records of COVID-19 for CM Portal in 2020 while working as Training Facilitator at District South
- Coached on Law of Attraction with success stories.