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Ghotki, Pakistan

Summary

A goal without a plan is a daydream.

Skills

Understanding of Computer Systems | Timely Decision Making | Time Management | Time Management | Technical Project Leadership | Team Player | Team Motivation | Team Management | Team Coordination | Team Building | Supply Chain | Supervisory Management | Superior Computer Skills | Stress Management | Stock Keeping | Social Networking | Social Mobilizer | Social Mobilization Skills | Social Mobilization | Session On Nutrition | Self-motivated Team Player/builder | Security Principles | Reporting Skills | Reporting and Recording Skills | Report Writing Skills | Report Writing Skills | Report Writing | Reliable and Responsible | Recruitment Skills | Record Keeping | Quality Control Knitting | Quality Control Cutting | Project Team Management | Project Cycle Management | Production Quality Monitoring | Procurement | Pressure Handling | Presentation Skills | PRA Tools Command | PRA Techniques | Payroll Management | Outstanding Time Management | Outlook | Organization Skills | Operating Systems | online consultancy | Office Skills | Nutritional Counseling | Nutritional Analysis | Nutrition Survey and Assessments | MS Office | MS Excel | Monitoring Skills | Monitoring and Evaluation | Mobilization Skills | Mobilization | Microsoft Outlook | Microsoft Excel | Management Of Distribution | Management | MacOS | Logistics Management | Livestock | Leadership Skills | Leadership Qualities | Knowledge of Development | IT Skills | Inventory Management | Interpersonal Skills | Interpersonal Skill | Influential Communication | Human Resource Management | HRIS | Google Maps | Flexibility | Fleet Operations Management | Financial Accounting | Field Activities Skills | Field Activitivities Skills | Field Activities Skills | FFA Programming | Familiarity With ERP System | Familiar with Local Culture and Dynamics | Facebook | Evaluation Skills | ERP System Familiarity | ERP System | Energy Supply Strategies Command | Employee Administration | Emergency Response | Documentation | Document Handling | Distribution Management | Digital Games Knowledge | Deliver HP Sessions | Database Knowledge | Data Management | Data Entry | Data Comparison | Data Collection

Experience

Sep 2023 - Sep 2023

Field Facilitator

RIZ Consulting, Ghotki, Pakistan

Geographical Coverage Support System

Feb 2023 - Sep 2023

Community Mobilizer

ACTED Pakistan, Ghotki, Pakistan

Conduct Heath and Hygiene Sessions ,MPCA ,NFI distributions & cash Distribution

Nov 2022 - Feb 2023

Data Entry Clerk

ACTED Pakistan, Ghotki, Pakistan

Cash Distribution And Documentation related to Data base

Mar 2022 - Nov 2022

Loan Officer

ASA Pakistan Itd, Rajanpur, Pakistan

Cash Distribution, Cash Recovery, Working on AMBS, CIB, ND AML

Sep 2021 - Feb 2022

Nutrition Assistant

Accelerated Action Plan (AAP), Ghotki, Pakistan

- monitor food inventory and order supplies and needed
- Educate patients on good nutrition practices and healthy eating habits
 - maintain cleanliness and sanitation standards in the kitchen and dining areas

Feb 2021 - Aug 2021

Supervisor

SRSO, Ghotki, Pakistan

Coordinate and supervise project, Monitoring social mobilization sessions, Organize weekly staff meetings to discuss on new updates and issues, Achieve daily and monthly target

Jun 2019 - Jun 2020

Area Coordinator

Aurat Foundation, Ghotki, Pakistan

Understand employee concerns and resolve them effectively, Meetings with tehsil and uc level focal persons, Monitoring social mobilization sessions, Visit field activities Listing, and Enumeration process.

Nov 2014 - Sep 2015

Social Organiser

ACT International, Shaheed Benazirabad, Pakistan

Waseela E Taleem Project Project orientation About BISP to targeted communities, Mobilize community to help in beneficiary selection as per criteria, Documentation of all related activities in soft & hard ,Prepare daily, weekly and monthly work plan Session, arrangement at community level and document, Handling beneficiarys complaints, Arrangement of Teacher Training on Wasilla e Taleem, Data entry of all selected beneficiaries, Arrangement camps register children, INroll met of children in government schoo ISubmit, daily, weekly and monthly report to manager

Feb 2012 - Jul 2013

Nutrition Officer

Roshni Tarqyati Tanzeem Ghotki, Ghotki, Pakistan

- Design, plan, and execute programs
- Maintain good working relationship with student, staff and parents
- Assist with planning, organizing, and Conducting workshops, and trainings.
- Refuse and dispose of food in compliance with established policies and procedures
- Perform other Related Duties as Assigned

Education

2015 🔾

Shah Abdul Latif University

Bachelors in Science , B.Sc chemistry, biology, zoology

Grade: B

Languages

English Expert

Punjabi Beginner Saraiki Intermediate **Urdu** Expert

Sindhi

Expert