






# AMMTUL FATIMA

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Sohawa,jehlum 

## OBJECTIVES

To seek a position that is related to my knowledge, background and ability, that would contribute into my professional development and the entire organization. To use my professional skill in a motivating and competitive environment where interaction with the best will help to achieve goal of the organization on one hand and to attain expertise in my potential abilities on the others

## EXPERIENCE

2/2014 - 6/2017

### Invigilator, assistant supervisor

At **British council**

Duties in GEC & ielts exams. maintain all documents and supervise candidats and invigilator and update daily scadual

8/2020 - 3/2021

### Administrator

At **RJCB , UAE**

This is the Description panel for the job description and to write your responsibilities in respective organization

1/2010 - 5/2019

### Enumirator

At **NIPS,BOS,CHIP,OPMs,Sosec,ISP,pcp,Sebcon**

Work with different organisation on health( meternal mortality,mother and child immunisation,polio compan,Family planning,contraceptive awarness), education( govt school monitor and surrounding area community perception,perception about health card) work area in pakistan punjab and AJK

5/2015 - 6/2017

### Monitor

At **JARS, IMPACT, BOS**

monitor urban unit, wasa schemes,monitor basic health centers bacterial project, evaluation land sliding in AJK work area Punjab & AJK

1/2016 - 6/2017

### Supervisor

At **Gats, Apex**

## QUALIFICATIONS

8/2015 -  
12/2019

### Msc gender and women studies

From **Allama iqbal open university**

## SKILLS

**Management Skills**

- ✓ Able to plan activities and make activity plan. Able to manage, supervise and good coordination with team. Expertise in program coordination and monitoring. Strong analytical and communication skills. Advance advocacy and looing skills ability to meet deadlines and work under stressful condition. MS Word, Excel, PowerPoint, Window, Internet.

## LANGUAGES

- ✓ **Urdu, English**  
Expert

## INTERESTS

Book reading ,  
cooking, and always  
new learning

## PERSONAL INFORMATION

**Father's Name** Muhammad Abbas

**Nationality** Pakistan

**Marital Status** Single

**Website** whatsapp  
#03045932909

**Date Of Birth** 10/10/1983

**Religion** Islam

**National ID Card** 3730122977084

## REFERENCES

Request On Demand