

# CURRICULUM VITAE

## Arifa

House# G-42,SCH-33,Gulistan e johar

Blok-9,Karachi,Sindh.

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### OBJECTIVE:

Seeking to leverage acquired academic knowledge and work experience to effectively fill that position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

### WORK EXPERIENCE:

## 5 Years of Professional Experience

### Community Health Worker:

World Health Organization (WHO) ,Karachi.

12-03-2021 - Continue

### Duties & Responsibilities

- ✓ Working on polio campaign
- ✓ Working on measles diseases campaigns
- ✓ Making possibilities to reduce the covid19 effectees
- ✓ Working on typhoid campaigns

### Loan Officer:

The first microfinance bank ,Karachi.

19-02-2020 - 6-07-2020

### Duties & Responsibilities

- ✓ Recovery
- ✓ Achieve targets

### Supervisor:

Shahab's Mart Karachi .



1<sup>st</sup> -dec -2018 to 30-jan-2020

## **Duties & Responsibilities**

- ✓ To Observe lower staff activities
- ✓ Rearranging of goods
- ✓ To communicate the clients

## **Teacher:**

AALTP project under SEF

22<sup>nd</sup> -aug-2018 to 30-nov-2019

## **Duties & Responsibilities**

- ✓ Ability to be punctual
- ✓ Working with colleagues as a team member
- ✓ Ability to work under pressure of higher management
- ✓ Ability to manage discipline
- ✓ Ability to achieve proper course target
- ✓ Good command on computer

## **Teacher:**

Royal Crown School larkana.

1<sup>st</sup> -may-2016 to 30-may-2018

## **Duties & Responsibilities**

- ✓ Teaching all subjects to students
- ✓ Creating Good discipline in the class

## **EDUCATIONAL BACKGROUND:**

### **Bachelor of Science (B.sc)**

Shah Abdul Lateef University Khairpur mirs ,Sindh,*Pakistan.*  
2017

### **Govt: Girls Degree College Larkana**

Intermediate  
2013-2015

### **Govt: Little Folks High School Larkana**

Matriculation  
2011-2013



**Relevant Qualifications:**

4 months Computer accounting Course

**Languages:**

- ✓ English and Urdu: Fluent in speaking and writing
- ✓ Sindhi: Mother language

**PERSONAL INFORMATION:**

Father`s Name : Zulifqar Ali

Nationality: Pakistani

Marital Status: Single

Date of Birth: Jan 26, 1996

Place of Birth Larkana,Sindh.

**References:**

will be provided on demand

