



DANIA SOHAIL

Project Manager

About Me

I am a young individual Fast Learner, Highly Dependable, Excellent attention to Details, and like the challenging jobs to accomplish with excellence by leading an efficient teamwork even in a high-pressure environment.

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House # 3238/A Mahalla
Muhammad Dad illaqa Dubgari
Munda Berry Peshawar

Language

- English
- Urdu
- Pashto
- Hindco

Expertise

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Computer Skills
- Data analysis
- Community engagement

Experience

Working as a Lead UCDO in UC Wazir bagh from last 1 Year
Worked as UC Operations Officer in Bhana Mari for Two Years
Worked as UCCSO in Shaheen Muslim Town-1 Polio Program
Worked as Area In charge in Polio in Berry Bagh Yakatoot II
·Worked in a call center Step NEX Services as CSR (Customer Service Representative) in bond campaign based on Gender Based Violence sponsored by US AID. Where my responsibilities were to educate people about GBV and to help them how they can survive. How different departments/NGOs can support the victim. Spread awareness about Gender Base violence.
·Worked as a trainer in the same call center for 2 years
·Worked as a project manager for three years in a center under the umbrella of Women Education Development WEDEV. Where my responsibilities were to communicate with donors, policy making to run the project success fully. Weekly reporting. Coordination with the co staff
·Worked as a computer teacher for three years with Women Education Development WEDEV.
·Worked as a trainer in the same NGO for three years.
·I worked as Legal Officer in Peshawar High Court. (Contract Base)
·I worked in Peshawar High Court as Call Center Agent.(Contract Base)
·I have done the job of Data Entry in Peshawar High Court (Contract Base)
·Worked in a call center STEP NEX Services as an agent and team leader out bond UK business to business campaign.
·Worked as Floor manager in Taste in train Restaurant
·Worked in a news paper North West Frontier as a reporter for 3 months.
·As coordinator in Shazco International worked for 3 months
·As co-operator in administration of City Junior School Gunjh Peshawar city.
· I also worked as a teacher in the same school.(School was for deaf & Mute Children)
·Worked for an N.G.O named Doosti Pakistan as coordinator for 3 months

Education

Peshawar University
Master's Political Science

Peshawar University
Bacholer's in Arts

Skills Summary

Computer Skills 80%
Project Management 94%

