Objective

To join an ambitious team of professionals in challenging environment, where my creative abilities can be best natured and enhanced to their peak limits so that I can get best out of my professional life

Trainings

|  |  |
| --- | --- |
| * Branches Disaster Response Team * Restoring Family links * First Aid | * Reporting in Emergencies * Psychosocial Support * Attending Five Days Training of Community Resilience Activity North CRA N |

Experience

* Pakistan Red Crescent Society, senior volunteer 2014 to 2016.
* Pakistan Red Crescent, Data Entry Assistant Jan 2022 to 31 Sep 2022.
* IOM\_UN (CRA-N), Project Assistant Oct 2022 to April 2023.

Roles, Responsibilities and Achievements

* Maintaining volunteer data base
* Maintaining reports and office work
* Organizing and conducting the trainings
* Response in different calamities/distribution of relief packages.
* Formation of junior Red Crescent Youth clubs/Red Crescent Youth.
* Assist the District team leader in implementation and monitoring of program activities.
* Carry out program duty by collecting data, sorting, filing, and sharing information with concern department.
* Maintain a clear understanding of the district and its diverse communities, while contributing to the design and implementation of district community resilience requirements with special focused groups.
* Engage in establishing MPR, TORs development and resilience matrix weekly observation and updates.
* Organize and maintain programmatic records and documentation, project databases, field activity records etc.

Education

* Master of Arts Political Science 2016 to 2018 University of Peshawar
* Bachelor of Arts 2014-2016 Bannu, University Bannu Pakistan
* F. Sc 2011-2013 FEF College Bannu, Pakistan

Achievements

Awarded on different occasions from PRCS KP management as Active Volunteer.

Computer Skills

* MS windows
* MS office
* Internet
* Browsing

**Date of birth 19/01/1996**

Contact

**Address:**

H # 86, Sector E-5 Street Number 30, Phase 07, Hayatabad Peshawar

**Phone:**

+92-3309355502

Languages

Urdu– Professional

Pashto– Professional

English– Professional

Hobbies

* Writing
* Cooking
* Reading Books

**Marital Status**

* **Single**

Humaira Azim