

# KHATIRA

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Address: Masak, Gulshan e Iqbal, Karachi

## CAREER OBJECTIVE

To be part of a dynamic organization which offers opportunities to add value while providing the scope and support for professional growth and learning. To pursue my career in a challenging environment where I can fully utilize my skills by working independently or as a team player

## ACADEMIC QUALIFICATION

Degree	Subjects	Year	Grade/CGPA	University/Board
MBA	Banking and Finance	2016	3.3	University of Karachi.
B.COM	Commerce	2014	A	University of Karachi.
Intermediate	Science	2011	B	Apwa Government Collage
Matriculation	Science	2009	A	Iqra Public School

## PROFESSIONAL QUALIFICATION

- **CIT- Three Months Course** in Information Technology from **DOW University Health Sciences**
- Very good at **MS-Office** (MS-Word, MS-Excel, MS-PowerPoint and MS-Outlook)
- Spreadsheets: Google sheets
- Good at English language (listening, reading, writing and speaking)

## PROFESSIONAL WORK EXPERIENCE

### Union Council Data Operation Officer UNICEF-Karachi from 2020 to Present

- List congregations that require interventions and mobilize leaders in co-ordination with MOIC
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation
- Monitor effectiveness of SMs and the activities conducted by him/her
- Ensure orientation of Religious and Community leaders at the UC- level
- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.

## **PREVIOUS WORK EXPERIENCES**

### **Union Council Communication Support Officer at UNICEF-Karachi Project from 2018 to 2020**

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in the preparation of SMS' work plan and ensure inclusion of SMS' names in the VC micro-plan • Conduct initial and ongoing listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality
- Support in micro-planning, including determining the best timings (flexible) for vaccination activities
- Ensure, through Medical Officer in Charge (MOIC)/DMO, that routine immunization services are made available to cover the high-risk groups.

### **Worked as Union Council Polio Officer at WHO-Karachi Project from 2016 to 2017**

- Assist in preparation and updating SIA micro-plans and validate the micro-plans in the field.
- Help in identifying and mapping high-risk areas in the specific UC & Assist in the selection of appropriate vaccinators as per given criteria and in their distribution as per need
- Assist the DPEOs, and district trainers in planning, coordinating, and organizing training sessions for vaccination teams and supervisors
- Promote partnership with all influencing factors at UC level the I in support of SIAs
- Attend the daily evening review meeting at the UC level for every SIAs and record the findings/observations for corrective action on the following day of the campaign
- Participate in the preparation of realistic catch-up plans for missed children and monitor their implementations
- Participate in organizing the re-do/sweeping activities in the UC as required in the light of PCM/LQAs/marker survey results. Facilitate the work of Independent Monitors

### **Worked as Area Supervisor in Polio Project from March, 2014 to July, 2014**

- Monitor and supervise the fieldwork of an average of 5 community health workers
- Coordinate with all community health workers on gathering and compiling HH vaccination data on a weekly/monthly basis.
- Weekly monitoring and supervision plan to include a full day with each supervisee and a weekly report to UCO and DHCSO
- Submit the compiled HH vaccination coverage and missed children data to UCO and DHCSO for onward submission to the data support centers on a daily basis during the campaign (5th day) and weekly post campaign
- Brief and share the HH level missed children data with UCMO for inclusion in the micro plans for the next campaign
- Provide job training on IPC, data collection/compilation/on agree on formats/tools
- Cross-verify data (30%) of CHW logbooks every month) through desk & field reviews.

#### **SPOKEN LANGUAGES:**

- English
- Persian/Dari
- Urdu
- Pashtu
- Uzbek