**URRICULUM**

**C**

**v**

 **ITAE**

**Maria**

**Mobile # 03248384026**

**CNIC No#** 54302-6567677-0

**UC= Khanozai**

**Address: Killi Sakezai Khanozai, UC Khanozai, District Pishin**

**OBJECTIVE**

I will also do hard work in this company to achieve the best goals for the Company with passion. I can utilize my education and professional experience for a growth Oriented career and to increase the performance and growth of the organization with honesty...

|  |  |
| --- | --- |
| Father Name | Dad Muhammad |
| Date of Birth  | 01-03-1995 |
| Marital Status | Single |
| Nationality | Pakistani |
| Religion | Muslim |
| Gender  | Female |
| N.I.C No | 54302-6567677-0 |

**PERSONAL DETAILS**

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Testimonial** | **Board / University** | **Marks Obtained** | **Years**  |
| **MA** | **UOB** | **605/1050** | **2021** |
| **B.Sc** | **UOB** | **473/800** | **2015** |
| **F.Sc** | **Baluchistan Board** | **632/1100** | **2013** |
| **Matric** | **Baluchistan Board** | **668/1050** | **2011** |

**EXPERIENCE**

Worked as a **Skill Trainer** with **TKF**

**Responsibilities**

•Provide technical support and assist in the development and implementation of various activities.

• Implement the Project Activities in different targeted areas.

• Implement the Embroidery activities in the Vocational Training Center (VTC)

• Train the learners and focus the Embroidery work in VTC

• Regular follow the activities and conduct the assessment of all learners in VTC

• Provide the complete data of all learners to Supervisor

• Close coordination with MEAL and Supervisor

• Prepare and develop Weekly, and Monthly plan.

• Conduction of meetings and awareness sessions with Female VSGs Groups in different communities

• Provide support to team in formation of Mother’s VSGs group.

• Follow the tracking sheets on daily basis

• Assist Manager in preparing project documents.

• Provide support to assess project performance including utilization of resources and achievements

of planned targets and goals.

Working as **Learning Facilitator** with **TKF**

**Responsibilities**

* Conduction of Mobilization Meetings with Parents
* Conduction of Regular meetings with all Female VSG group and Mothers
* Conduct Child Safeguarding and Child Protection Sessions in classroom and in all community.
* Provide support in the Identification of students and clear verification of identified students by age criteria.
* Attend the class regularly and teach to all non-formal students and maintain the attendance register
* Mobilize those parents which are not willing for their girls to get Education.
* Submit monthly attendance to Supervisor.
* Provide all support to program team.

**TRAININGS**

* Attended the training of PTSMC members on gender-sensitive Education.
* Training attended on banking financial literacy.
* Attended workshop on Program planning.
* Training attended on GBV (gender-based violence)
* Attended a complete session on the Prevention of Sexual exploitation and abuse.

**LANGUAGES**

* English
* Urdu
* Pashto

**COMPUTER SKILLS**

* Command on MS Office/ Excel
* Command on MS word
* Installation of different software

**PERSONAL STRENGTH**

* Completed 6 months’ computer diploma from KCDC Textile and vocational institute.
* Professionally committed and with strong leadership qualities.
* Energetic, adventurous, and confident person.
* Task & performance oriented.
* Complete the course of Embroidery and Handicrafts by Pakistan Bait ul Mal

**REFERENCE**

* Will be provided on demand.