

NOOR

• **NOOR E HARAM**

• **OBJECTIVE**

- Pleasant life depends on hard work so to seek a career position in a progressive organization which should be challenging and demanding where I can practice my repertoire and learn new skills. Utilizing my skills to serve the community as soon as possible. Working for humanity is my ultimate goal and sole aim is to make my family and nation proud of me by my activities and each step.

• **LANGUAGE**

- English
- Urdu
- Pushto
- Hindko

• **CONTACT
DETAILS**

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HOUSE NO 328 MUHALLAH BARH IN
STREET OF SARKI GATE, PESHAWAR

• **WORK HISTORY/EXPERIENCES**

- **INTERNEE • PDMA • JULY 2022-SEPTEMBER 2022**
 - Analyzed and worked with teams to develop solutions.
 - Sorted and organized files, spreadsheets and reports.
 - Updated spreadsheets and produced timely reports.
 - Community engagement during flood 2022.
 - Providing relief to victims of flood
 - Active member during trainings, awareness and seminars sessions.
 - Call Exchange maintenance
- **OFFICE ASSISTANT • JUBILEE FAMILY TAKAFUL • OCTOBER 2022-JANUARY 2023**
 - Completed clerical tasks
 - Developed clerical support by handling range of routine and special requirements.

• **SKILLS**

- Ms office
- Map info Pro
- ArcGIS
- Hiring and recruitment skills
- CBDRM
- PRA Tools
- Managing and Leads projects
- Facilitating Group discussion
- Communication skills
- Office management and administration
- Mail handling
- Time management
- Employee training and development
- Awareness campaign handling
- Organizational skills
- Problem solving
- Training and facilitation
- Data Analysis

- Maintained and updated all official records.
- Handled tasks and responsibilities for front office employees during understaffing period.
- Prepared schedules of work to meet operational needs.
- **VOLUNTEER/MEMBER • YOUNG LEADERS PARLIAMENT • NOVEMBER 2023-PRESENT**
- Engagement in different trainings, workshops and conferences.
- **VOLUNTEER• PRCS• AUGUST 2022-PRESENT**
- Engagement in different trainings, conferences and workshops.
- **PROJECT ASSOCIATE • LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT• AUGUST 2022-JULY 2023**
- Project management, maintaining records, office maintenance, file maintenance and completing other tasks as per assigned.
- **ADMIN & HR OFFICER• TOPLINE MARKETING • JANUARY 2023-PRESENT**
- Computerized office activities, maintained customer communication, traced records.
- Shortlisting, facilitation of interviews, and reference checks.
- Maintain accurate and up-to-date employee records, including personnel files and HR databases.
- Prepare and process employment-related documentation such as contracts, offer letters, and termination letters
- Making policies and procedures and keeping friendly environment.
- Keeping attendance, late comings, leaves record.
- Helping the accounts section in payroll making.
- Completed forms and reports.
- Educated staff on organizational mission and goals to help employees achieves success.
- File dispatching and put up
Performing many other multiple tasks as per the instructions, needs and guidance of CEO.

• EDUCATION

- **POST GRADUATE DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEM (GIS) • 15 JUNE 2023 • UNIVERSITY OF PESHAWAR**
- **BASICS IN HUMAN RESOURCE MANAGEMENT ONLINE COURSE • 16 NOVEMBE2023 • (Onlinecourse)**
- **B.S DISASTER MANAGEMENT • 27 SEPTEMBER2022 • UNIVERSITY OF PESHAWAR**
- CGPA:3.99
- Merit Certification and Gold medalist.
- **HIGHER SECONDARY SCHOOL CERTIFICATE • 15 AUGUST 2018 • GOVERNMENT FRONTIERCOLLEGE FOR WOMEN**
- Marks Obtained:957
- Student of Pre-medical group
- Among Top 20 position holders
- **SECONDARY SCHOOL CERTIFICATE • 15 JUNE 2016 • PESHAWAR MODEL GIRLS HIGH SCHOOL**
- Marks Obtained:1002

CERTIFICATIONS

- Gold medalist distinction certificate in Disaster Management.
- 2 days training Certificate with Agha Khan Foundation
- Rescue 1122 training
- Safety in mines seminar
- Peace and tolerance seminar

REFERENCES

Furnished when required.

ACCOMPLISHMENTS

- Gold medalist in Disaster Management
- Securing Position in Interdepartmental contest.
- Social mobilizer during uncertain situations.
- Community engagement during flood 2022
- Merit Certification and Gold medalist.
- Volunteer Appreciation From (Agha Khan agency for habitat)

VOLUNTEER EXPERIENCE OR LEADERSHIP

- Volunteer with PRCS
- Volunteer with civil defense
- Volunteer with Dosti welfare organization
- Member of Young Leader Parliament
(In these different organizations and platforms I am an active participant.

Participating in different awareness and training sessions, organizing different events and seminars, supporting community engagement projects, helping victims in unforeseen situations, supporting community members and taking steps for the betterment of community.)