

Naima Kalsoom

Career Objective:

To establish a successful career in certain Reputable Organization to work in a professional environment that is challenging, motivating, progressive and growth oriented. Being an optimist, I see opportunity in every difficulty.

Personal Information:

Father name: Tila Muhammad
Gender: Female
Date of Birth: 02-06-1986
Marital status: Single
Religion: Islam
Nationality: Pakistani
Domicile: District Peshawar
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Permanent Address: Shinwari Town Ring Road near Dalazak Road Peshawar.

Qualification:

<u>Year</u>	<u>Degree/Certificates</u>	<u>Grades</u>	<u>Institution</u>
2019	PGD (TEFL)	1 st	AIOU
2010	B.A	2 nd Div	Uni of Peshawar
2004	F.A	2 nd Div	B.I.S.E Peshawar
2002	S.S.C	1 st Div	B.I.S.E Peshawar

Professional Qualification:

<u>Year</u>	<u>Degree/Certificates</u>	<u>Grades</u>	<u>Institute</u>
2015	M.ed	1 st Div	A.i.o.u Islamabad
2013	B.ed	1 st Div	A.i.o.u Islamabad
2005	C.T	1 st Div	G.A.T.T.T.C Peshawar
2004	P.T.C	1 st Div	A.i.o.u Islamabad

Computer Skills:

<u>Year</u>	<u>Degree/Certificates</u>	<u>Grades</u>	<u>Institution</u>
2002	M.S Office	1 st	C.M.S clg of I.T Peshawar
2003	C.I.T	-	FIST Peshawar
2017	D.I.T		T.T.E.C

® MS Office and Internet.

Languages and skills:

English (Good) Read /Write/Speak

Urdu/ Hindko (Fluent) Read /Write/Speak

Pashto (Fluent) Read/Write/Speak.

- ❖ Good communication skills.
- ❖ Adopted a creative approach to problem solving through use of excellent analytical skills.
- ❖ Adaptability to any sort of circumstances.
- ❖ Good interpersonal skills, confident and poised in interactions with individuals at all levels.
- ❖ Multi-tasking skills.
- ❖ Patient & cool minded.
- ❖ Ability to work independently or as part of a team.

Experience:

01. Field Health Officer/ Data Entry Officer

Worked as Field Health Officer and Data Entry Officer in National Tb Control Program with Ministry of National Health in their Multy country grant Project for Refugees.

Key Responsibilities:

- Data Entry/ of All the FHW's of All Distt of Kp.
- Community Coalition Meeting With the Notable Persons in Refugee Camps.
- Arranged out Reach awareness Sessions/Meetings and screening.
- Participation in Quarterly Review Meetings at Office.
- Daily field visits of targeted camp for the screening of Tb patients.
- Meeting and camps Arrangements With Distt Tb Officers
- Preparation of daily field activities reports and data with Provincial coordinator.

02. Internal Field Monitor (APEX)

Dec 2019-March 2019 in "APEX Consultant" as a third party Field Monitor on Polio Staff at District Peshawar.

Key Responsibilities:

- Visits according to the assigned task to the assigned area of Field to do monitoring of our Field team.
- Validation of the collected data of our field team through interviews in digital forms in Tablets.
- Preparation of daily field activities report and sharing with Zonal Field Manager.
- Coverage of Field Visits through Mov's , Maintenance of all field visits expenses and bills.

03. Master Trainer:

Worked as Master Trainer with Development agent of change (DAC) in their child Protection program in Distt Mardan. (Nov 2020 - jan 2021)

Key Responsibilities:

- Daily visits of the in listed Govt higher secondary school of Distt Mardan to Deliever the session on child abuse.
- Coverage of the Session, through group pictures and Videos.
- Collection of data through Survey forms and attendance sheet.
- Preparation of daily field activities report and sharing with Project coordinator.

04. Freelance Data Collector

Worked as freelance Data Collector, conduct Market Research survey on the project behalf of Nielsen Pakistan.

Key Responsibilities:

- Daily field visits to targeted areas for the collection of data.
- Collection of data through interview in Digital Tablets.
- Preparation of daily field activities report and sharing with line supervisor and Company.

05. Monitoring Officer

Worked as Monitoring Officer With Marie Stop Society in july 2020 to validate and verify their client satisfaction through interview in their Clinics and Out Reach Camps.

Key Responsibilities:

- Daily field visits of targeted clinics and camps for the verification and collection of data.
- Collection of data through interview in Digital Tablets.

- Preparation of daily field activities report and uploading data on server..

06. Internal Field Monitor (APEX)

Dec 2019-March 2019 in **"APEX Consultant"** as a third party Field Monitor on Polio Staff at District Peshawar.

Key Responsibilities:

- Daily field monitoring visits to targeted areas for smooth Polio Campaign.
- Check and Balance of the field related stuffs.
- On job Capacity building sessions.
- Preparation of daily field activities report and sharing with concern department.

07. Field Monitor

Worked with VTT GLOBAL as Enumerator in their Verification/ validation Project of DFID Program Childs in TCF Schools in District Mansehra.

Key Responsibilities:

- Daily visits of the listed TCF schools of Distt Mansehra for data collection.
- Validation/Verification of the school record and the Program Childs.
- Collection of data through Survey software forms in Digital tablets.
- Preparation of daily field activities report and uploading on server and reporting the Supervisor.

08. Interviewer (MICS KPK)

April 2019-September 2019 in **"Multiple Indicator Cluster Survey 2019"** Implemented by Bureau of Statistics Khyber Pukhtonkhwa and UNICEF at District Mansehra.

Key Responsibilities:

- Daily field visits to targeted areas for the collection of data.
- Collection of data through interview in Digital Tablets.
- Preparation of daily field activities report and sharing with line supervisor.

09. Enumerator (ESEF KPK)

Worked in a project of validation/verification on Out of School children for Education Voucher Scheme (EVS) with E&SE Foundation KP & Bureau of Statistic P&DD KP.

Key Responsibilities:

- Daily field visits to targeted areas for the collection of data.
- Collection of data through interview in Digital Tablets.
- Preparation of daily field activities report and sharing with line supervisor.

10. Credit Officer(BRAC Pakistan)

Worked as Credit Officer in BRAC Pakistan a project of Bangladesh in their Micro Finance program.

Key Responsibilities:

- Field visits to targeted areas to give awareness to community regarding our Micro finance Program.
- Arranging Groups of twenty females of the Community.
- Opening and Managing accounts, issuing Amounts and Recovery of monthly installments.
- Preparation of daily activities report and sharing with line supervisor.

11. Admin Officer

Worked as Admin Officer and Teacher with different Schools named (P.F Model School. Nakhla International Model School, Blue Chip School System). Trained from National Institute of Research And Education in their own Research based phonetic syllabus.

Key Responsibilities:

- Maintaining student profiles. Admission Forms, entry test.
- Planning & delivering well-structured lessons which engaged and motivated students.
- Planning & organizing yearly Planners, Monthly and weekly syllabuses, and special activities connected with the teaching of subject.
- Achieving and maintain high standards of care and education.
- Planning, preparing and reviewing the school curriculum/Management with other staff.
- Planning and designing summer vacations task.

- ▶ Ensuring all Health & Safety policies are implemented and adhered to at all time.

Trainings:

- ❖ Attended one day session with Accountability Lab Pakistan for community frontliners/ volunteers on information gathering and myth Busting.
- ❖ Participated In training of local governance survey with BoS P&DD organized by GiZ.
- ❖ Participated in Training of Trainers (ToT) of Menstrual Health and Hygiene Management (MHM) by MHM Pakistan in KP.
- ❖ Participated in Three days Workshop of Oxfam organized by ABP&AW.
- ❖ Participated in 28 days training of “International Multiple Indicator Cluster Survey organized by UNICEF and Bureau of Statistics.
- ❖ Attended Three months Entrepreneurship training with Children Global Network of Pakistan.
- ❖ Participated in Teachers Training Workshop By National Institute Of Research And Education (N.I.R.E) in their researched based phonetic syllabus New century Education (NCE).

References will be furnished on demand.