**Noreena Khan**

Contact info: 0332-3204975

Address: Killi Jeo Mumtaz Town near Hassan Public model School Kirani Road Quetta

Email: [noeenakhan@yahoo.com](mailto:noeenakhan@yahoo.com)

[Noreena\_khan@yahoo.com](mailto:Noreena_khan@yahoo.com)



**Job Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability: Immediate**



**Objective**

Ready to work smartly in an environment where I can utilize my skills, potential to leave no stone unturned to get the best and get fit where there is always ‘survival of Fittest



**Job Experience**

**Designation: Community Health Worker (CHW)**

**Organization: CHIP Training & Consultancy**

**Location: Quetta, Pakistan**

**Tenure: January 2018 to Date**

**Project on: Polio Campaign**

**Job Responsibilities**

* Ensure effective management of clinical and other related ailments polio
* To be a part of the permanent vaccination teams responsible for vaccination of all children in the assigned areas/ households during each supplementary immunization activity.
* The CHW will list all children under 5 years of age in a register with name, sex, date of birth, name of parents and physical address as can be identified by the member of each household /community in the area assigned and record the total number.
* To Update the list before each campaign with information of arrival of new children in the area or there is birth (this will be used to compare the tally sheet vaccination coverage after each campaign with her list to ensure all children are covered).
* Supervise activities at the polio Independent Monitoring
* Manage, supervise and lead the designated team/ site. polio worker
* Screen treat and follow-up cases.
* Properly record, document and report the programmed activities, beneficiaries and supplies
* Liaison with stakeholders of the target community.
* Undertake other tasks as assigned by the supervisor.
* Participate in reviews and evaluations meetings.



**Designation: Enumerator**

**Organization: Planning & Development Department (P&D) Balochistan**

**Funded By: UNICEF**

**Location: Quetta, Pakistan**

**Tenure: February 2019- December 2019**

**Project on: Multiple Indicator Cluster Survey Balochistan 2019**

**(MICS- 6).**

**Job Responsibilities**

* To fill household questionnaire to collect information of all household members, household characteristics and to identify eligible women and individuals for detailed interviews.
* To fill woman questionnaire to collect information from all women aged 15-49 years registered in the household questionnaire.
* To fill questionnaire for under 5 children, to be administered to mothers or caretakers living in the household
* Entering all questionnaires for a cluster onto a data file
* Production of field check tables
* Checking the structure of the data file
* Entering the data a second time and then verifying the data file
* Backing up the checked and verified data file
* Performing secondary editing on the data file
* Backing up the edited final data file



**Designation: Enumerator**

**Organization: Boded Labor Liberation Front Society Balochistan**

**Location: Quetta, Pakistan**

**Tenure: August 2016 – December 2018**

**Project on: Community Development Program (Technical & Vocational Trainings)**

**Job Responsibilities**

* Focal person for timely execution of technical and vocational project implementation (Beautician, Computer & Dress Making)
* Coordination with Government line departments and other stakeholders
* Conducting regular monitoring visit of project activities at different stages of project implementation
* Data entry of all trainees in the database (Registration, assessment, certification and employment)
* Identifying the recipients of vocational training in population
* Responsible to link the trainees with local markets and have adequate knowledge to make market-based decisions
* Conduct career counselling session at the center for youth



**Designation: Teacher**

**Organization: Hassan Public Model High School**

**Funded By: Private School**

**Location: Quetta, Pakistan**

**Tenure: January 2011- August 2016**

**Project on: Education**

**Job Responsibilities**

* Providing individualized instruction to each student by promoting interactive learning
* Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning
* Teaching
* Assess and record students’ progress and provide grades and feedback
* Maintain a tidy and orderly classroom
* Collaborate with other teachers, parents and stakeholders and participate in regular meetings
* Plan and execute educational in-class and outdoor activities and events
* Observe and understand students’ behavior and psyche and report suspicions of neglect, abuse etc.
* Develop and enrich professional skills and knowledge by attending seminars, conferences etc.
* Controlling
* Curriculum development



**Education**

* **Master in Brahvi**- 1st Division from University of Balochistan in 2019

**Subjects:** Linguistics/ Brahui languages, Classical & Modern Poetry, History and Culture, Functional English**,** Study of Khalifa Gul Muhammad Noshkavi**,** Old and Modern Prose

* **Bachelor of Arts**- 2nd Division (Social Science) from University of Balochistan in 2016

**Subjects: Political Science, Persian and Brahvi**

* **Intermediate** in (FA) in 2nd Division from Balochistan Board in 2013



**Personal Information**

Father Name: Ajab Khan

Date of Birth: May 30th, 1995

CNIC: 54400-1758104-6

Marital Status: Single

Local: Quetta



**Trainings**

* Attended 7 days Refresher Training on Multiple Indicator Cluster Survey (MICS6) 2018-2019 held by Planning & Development Department Balochistan - R2V-UNICEF.
* Attended 35 days training on Multiple Indicator Cluster Survey (MICS6) 2018-2019 held by Planning & Development Department Balochistan –R2V-UNICEF.



**Computer Skills**

* MS Office
* In Page
* Emailing



**Skills**

* Community Mobilization
* Survey
* Advocacy Campaigns
* Awareness campaigns & capacity building



**Languages**

* Urdu
* Brahvi
* Pashto
* English



**References**

**Name: Umair Ahmed**

Cell No: 0332-8083536

Email: [umairahmed3536@gmail.com](mailto:umairahmed3536@gmail.com)

Role: Supervisor (MICS)

**Name: Shehzad Lehri**

Cell No: 0336-8055716

Email : [shahzadlehri12345@gmail.com](mailto:shahzadlehri12345@gmail.com)

Role: Supervisor (CHIP Training and Consulting)



**Date: 13 September 2020**

**To: Human Resource Officer**

**CHIP Training & Consultancy**

**Subject: CV for the Post of Project officer education.**

Dear Sir / Madam,

With refer to the subject I am applying for the post of **Project Officer Education** and I have been working with Non-Governmental Organizations since last several years. My experience has relevancy to the vacant position and can fulfill the job requirement.

My educational background and experience are mentioned in the attached CV.

I hope you will consider my CV for the vacant position and I will be very thankful to your organizational policies and recruitment policy.

Kind regards,

**Noreena Khan**

0332-3204975