

NOREEN KAUSER

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Home Address: Bosan Road Mehar Ali Town, Bahadur pur Multan.

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OBJECTIVE:

A well-organized, detailed-oriented, self-disciplined and enthusiastic professional with a proven record of 4 Years' of *initiating and delivering sustained results and effective change for best outcomes*. Proficient in ensuring on-time deliverables by assuring effective coordination of resources and manpower. An excellent communicator with a can-do approach to problem solving and resolution. *Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.*

PERSONAL INFORMATION:

Father's Name Ghulam Akbar
Date of Birth 01-01-1992
Nationality ISLAMIC REBUPLIC PAKISTAN
Domicile Multan (Punjab)
Marital Status Single
Religion Islam

ACADEMIC RECORD:

<u>Degree</u>	<u>Year</u>	<u>Board/University</u>	<u>Percentage/ GPA</u>
M.A Gender Studies	2014	BZU Multan	2.28
B.A (Arts)	2011	BZU Multan	60.87%
F.A	2009	B.I.S.E Multan	49.09%
Matriculation	2004	B.I.S.E Multan	54.94%

TRAINING CERTIFICATE / COURSE:

ORGNIZATION	TRAININGS / COURSES	YEAR
Spoken English	Universal Technical Institute, Bosan Road, Multan	2018
Rescue 1122, Multan	Basic Life Support (BLS)	2018
Rescue 1122, Multan	Community Actions For Disaster Response (CADRE)	2018
WRA (Women's Rights Association)	2 Days Training on Conflict Resolution	2017

WRA (Women's Rights Association)	10 Days Training on Active Citizenship & Social Cohesion.	2017
IT Centre, Science College Of Multan	MS Office	2009
IT Centre, Science College Of Multan	IN Page, Multi Media & Graphics	2009

EXPERIENCE:

Supervisor (2021)

Farmers Development Organization- FDO

- Assessment of Provisioned of PPEs NFIs, diagnostic/labs/Testing to health care facilities
- Assessment of Provisioned of Medical and Non- Medical equipment to Health Care facilities
- Assessment of Visibility guidelines as per Donor and Developed and implemented CRM at field Level.
- Assessment of Risk Communication and Community Engagement of RCCE Campaign among targeted communities
- Conducted Baseline Assessment of Community's knowledge about Nutrition in Muzaffar Garh District

Social Mobilization Officer (January 2020 to November 2020)

Mux Institute of Professional Studies, Multan (Pakistan)

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and follow up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- To supported instructors on delivering lectures
- Providing administrative support as needed.
- Developed project strategies. Ensuring projects adhere to frame works and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.

Create a project management calendar for fulfilling each goal and objective.

Social Mobilization Officer (October 2017 to November 2018)

Women's Rights Association, Multan (Pakistan)

- To encourage and stimulate full participation of all community members; with special attention to those who are usually un-accessed, marginalized and overlooked in community decision making process.
- Developed work plans, reports and give feedback
- Arrange events/ activities for the capacity building of project staff, Conduct weekly & monthly project review meeting with staff
- Developed timely Submission of Project monthly/Bi annual and annual Reports
- Ensure Project Coordination, Networking and Visibility in coordination with District Coordinator
- Handling of Beneficiary& Stakeholders Complaints
- Develop success stories and Reports
- Ensure regular field visits (Highlight issues and ability to resolve at their if any)
- Ensure Project Implementation according to Work Plan or assigned task from line Manager.
- Supervision of Behavior change communication (BCC) activities in Community.
- Organized Trainings for Community Members on Peace Building, Conflict Resolution

National Volunteer (March 2015 to March 2016)

Voluntary Services Overseas, Pakistan

- Support youth Volunteer in Social Action Plan Implementation
- Development of Baseline and End line tools to assess Community behaviors and smooth project implementation
- Organize the information gathered for developing different types of reports
- Delivered trainings to youth volunteers on conflict resolution