



# PARVEEN AHMED

 0316-2884996

 malikanisha94@gmail.com

## Education

### BSc (Chemistry)

Jinnah University for Women  
2003 - 2006

### Intermediate (Pre-Engineering)

Govt Degree College for women  
2000-2002

### Matriculation (Pre-Medical)

Mount View School  
2000

## Other Qualification

### English Language Course

Sir Shams Anglophile

### MS Office

Elama Coaching Center

## Expertise

Operation Management

Punctuality

Good Communication Skills

Team Building Capacity

Honest

Active Listening

Hardworking

## Language

English

Urdu

## Profile

I am seeking a challenging position in a progressive organization with an aim to contribute positively to word objective of the organization to the best of my capabilities and skills.

## Work Experience

2018

-

2024

### WHO (World Health Organization)

Operations Officer

- 06 Years Working Experience in WHO (World Health Organization) as a Operations Officer.

#### Responsibilities

#### Program Coordination and Management

- Oversee and coordinate health programs, ensuring they align with organizational objectives and are implemented efficiently.
- Collaborate with different departments, agencies, and stakeholders to ensure smooth operations.

#### Monitoring and Evaluation

- Track program progress, assessing whether goals are being met and making adjustments as needed.
- Develop and implement monitoring frameworks to assess the effectiveness and impact of health interventions.

#### Emergency Response Management

- Play a critical role in responding to health crises, such as disease outbreaks or natural disasters.
- Coordinate logistics, personnel, and resources to ensure timely and effective response efforts.

#### Logistics and Resource Management

- Manage the allocation of resources (financial, human, and material) required to support health initiatives.
- Coordinate the logistics of supplies, equipment, and transportation, ensuring they reach the areas of need.

#### Data Analysis and Reporting

- Collect and analyze health data to inform decision-making and program adjustments.
- Prepare reports and presentations for internal and external stakeholders, such as funding agencies, governments, and partner organizations.

#### Stakeholder Engagement

- Work closely with governments, NGOs, and community-based organizations to ensure alignment of operations with local needs.
- Serve as a liaison between the organization and external partners, facilitating communication and collaboration.

## Certifications

### Awarded at provisional level

Achieved Different Certificates for Appreciation.

## Personal Information

Father’s Name : Shabbir Ahmed  
Cnic No : 42101-2254470-8  
Date Of Birth : 13-Jan-1985  
Religion : Islam  
Nationality : Pakistani  
Marital Status : Divorced

### Capacity Building

- Train and develop local staff and health workers to strengthen their ability to respond to health emergencies.
- Promote the transfer of skills and knowledge to ensure sustainable health improvements.

### Risk Management

- Identify potential risks and challenges in health operations, developing mitigation strategies to reduce impact.
- Ensure compliance with safety protocols and health regulations during field operations.

### Budget and Financial Oversight

- Prepare and manage budgets for health operations and ensure cost-effective use of funds.
- Ensure transparency and accountability in the management of resources.

### Policy Implementation

- Implement policies and guidelines as set by WHO or other governing bodies in the context of specific health programs.
- Ensure that programs are aligned with global health standards and regulations.

2007  
-  
2010

### BIL Exporters

Assistant Merchandiser

- 03 Years Working Experience in BIL Exporters as a Assistant Merchandiser.

#### Responsibilities

- Inventory Management
- Sales and Data Analysis
- Supplier Coordination
- Range Planning and Product Selection
- Product Pricing and Promotions
- Visual Merchandising Support
- Communication and Collaboration
- Order Management
- Product Development Support
- Administrative Tasks

2003  
-  
2007

### Teaching in Different Schools

Teacher

- 04 Years Working Experience in Different Schools as a Teacher.

#### Responsibilities

- Lesson Planning and Instruction
- Classroom Management
- Assessment and Evaluation
- Student Support and Guidance
- Curriculum Development
- Parent-Teacher Communication
- Professional Development
- Extracurricular Involvement
- Administrative Duties
- Promote a Positive Learning Environment