

Objective

A challenging position, utilizing my abilities developed through education and experience with the opportunity for professional growth based on performance.

Profile

I am able to work on my own initiative and as part of a team. I do have proven leadership skills in developing, managing and motivating teams to achieve their objectives.

Husband Name

Salman Ahmed Siddiqui

D.O.B

4-11-1992

C.N.I.C

42401-9337384-2

Marital Status

Married

Phone Number

0313 2277427

Flat no L23 LABOUR
SQUARE GHULSHAN E
MAYMAR Karachi.

Nationality

Pakistani

Academic Qualification

- B. Com from Karachi University in 2015
- Intermediate (Commerce) from Govt Degree College in 2011
- Matriculation (Science) Ali High School (Karachi Board) in 2008.

Professional Skills

- MS Office
- MS Excel
- Computer literate
- Web searching
- Researching on factual information
- Fluency in English and Urdu

Personal Traits

- Team Player
- Creative
- Alert
- Dedicated
- Passionate
- Enthusiastic

Work Experience

3 years of experience in teaching at different schools

- Developing lesson plans
- Managing the students
- Providing a safe, positive learning environment for students
- Communicating with any and all other staff member
- Communicating with parents of students
- Maintaining order and discipline among students

6 months' experience of working at Female Community Volunteers as team leader.

- Managing the paperwork
- Handling the registration forms
- Keeping information confidential
- Protecting the documents

4 months' experience of working at Expanded Program on immunization as community base volunteer.

- Handling the registration forms
- Keeping information confidential

1-year experience of working at Expanded Program on Immunization as Area supervisor.

- Data analysis
- Supervision of teams
- Supporting and cooperation with team

6-month experience of working at Expanded Program on Immunization as Union council communication supporting officer in uc 1 Azizabad gulbrag district central.

- Data analysis
- Supporting supervision to the team
- Team monitoring
- Team training
- Communication to the people
- Meeting with supporting persons
- Conduct different sessions
- Making presentation in word

Again 3 years experience as area supervisor in uc 6 maymarabad Gadap west again in CBV. Now working as union council operational officer in UC 5 SONGAL GADAP WEST Before 3 years

Personal Statement