**Rubina Shaheen**

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**Contact Information:**

* Father Name : Ghulam Farid
* Marital Status : Married
* Nationality : Pakistani
* Date of Birth : 02-01-1986
* Disability : Physical Handicap (Polio, Caliper User)
* CNIC # : 17301-9904686-2
* Passport # : Nil
* Domicile : KPK, Peshawar

**EDUCATION**

* M.A (English in progress)
* B.A (Urdu Advance)
* F.A (maths, Stats, Economics)
* Matriculation

**Administrative Assistant 01st -Jan 2017-30th Jun2023**

**ICRC, Peshawar**

* Perform independently complex secretarial duties
* Ensure information flow within the department and with other relevant departments and partners.
* Organize meetings with interlocutors upon request from the Head of PRP or the Project responsible.
* Types of documents such as minutes of meetings, memos, and letters up to request.
* Organization of hard files in a proper way with labels on them.
* Responsible for sending internal and external mail.
* Ensures the proper filling of non-institutional and institutional documents according to the filling plan soft and hard forms.
* Focal person for the contact database.
* Responsible for updating the contact details of interlocutors.
* Announce briefing of new residents and mobile staff.
* Accumulate the service users’ data into EPI software (Beneficiary Feedback & Technical Assessment)
* Draft MoM, and donation certificates.
* Record keeping in electronic and hard files.

**Khwendo Kor: July 2016 till 2017**

**Program Economic Empowerment**

**Micro-Finance Cashier: Administrative Assistant**

One year of experience in Microfinance Economic Empowerment as a finance officer in Khwendo Kor.

* Record keeping.
* Updated Micro-Finance Borrower Ledger.
* Data punch in Q Book software.
* Bank Deposit.
* Checks & Vouchers.
* Bank Reconciliation.

Project Facilitator -Promotion Improved Livelihoods for Informal Sector Workers January 01, 2015, to March 31st, 2016, funded by -USAID.

1. Project Implemented `Peshawar

**Programme Coordination:**

* Monitoring visits to other target districts.
* Facilitate training of farmer groups in management and accounting.
* Facilitate information on female poultry and dairy group.
* Deliver extension to the female farmer.

**Community member Managed:**

* Directly managing around 90 community members.
* To review plans on daily basis and guide community members for activities, seminars, and exhibitions.

**Technical Skills:**

* Possess strong written and verbal communication skills.
* Demonstrated quantitative and analytical skills with strong attention to detail.
* Ability to handle multiple tasks and meet deadlines.
* Proficient in Microsoft Word, Excel, PowerPoint, Page, coral draw, and the Internet.
* Ability to take initiative and work under minimal supervision.
* Positive attitude with excellent time management skills.

**Possess strong interpersonal and problem solving**

**Provincial Coordinator:**

* Quarterly and monthly planning along with a budget.
* Coordinate with partner organizations and CBOs for their participation and make logistical arrangements.
* To develop networking and linkages in all districts of Khyber Pakhtunkhwa.
* To actively coordinate and participate in different activities networks and other organizations at district, provincial, and national levels.
* Organize the provincial planning meeting and develop planning and ensure partner participation including logistic arrangements.

**Documentation and reporting**

* To document meeting minutes and organize events reporting including pictures
* To submit the reports and others required data to the line Manager.

**Coordination**

* To share information on a timely basis with the team.
* To keep the manager informed about staff and community issues.
* Close coordination/meeting with the national donors.
* To attend the regular meeting and coordinate with the community members.
* Organize the events.
* To ensure the people’s participation, especially women.
* To make successful the events with the coordination of the team.

**Management Information System Office**

**Certification in Training and Seminars**

* National Disability Workshop 2007
* International Ear Care Workshop 2008
* Joint Experiences Shearing meeting 2010
* Joint Experiences Shearing meeting 2011
* Frontier Disability Forum (FDF)
* Orientation & Mobility Training for Blinds
* 5 days of NPO training in women’s chamber
* 3 days exhibition in Peshawar
* 3 days exhibition in Multan
* 3 days exhibition in Lowvirsa
* One-day training in Natural Resource Management (NRM) in PARD
* Three months of Physiotherapy training in ‘Rehabilitation center physically disabled ‘In Peshawar
* One week of Physiotherapy training at ‘The Pakistan Institute of Community Ophthalmology Peshawar
* One day Singh Language Training in ‘STEP Islamabad
* Three-day MIS training in the Islamabad PPAF office
* Three days of training in BRANCHLESS BANKING
* ICRC Cyber Security Training
* ICRC Integrity Training
* Understanding People Data
* ICRC Personal Efficiency course
* Collaborative Spaces
* ICRC Cyber Security Training
* ICRC Code of Conduct
* Information course
* English language course Edify center

**Training delivered**

* 3 days of inclusive education training delivered to the community of Batagram
* 1-day inclusive education training delivered to Aurat Foundation
* 4 days of color combination training delivered at Chamkani, Chawagujar, and city
* 4 days of color combination training delivered at Bannu, Swat, and Charsadda.

**Disability Coordinator 11th Nov 2007 to Jan 2013**

**Funded by CBM, Germany**

**Disability coordinator (Comprehensive Health Educational Forum International)**

* Assist the Disability manager.
* To support Project Staff in the effective implementation of the project.
* To provide technical assistance to staff in project implementation.
* To conduct Advocacy meetings with district and provisional levels and ensure the participation of the relevant stakeholders.
* To develop activities reports and coordinate with the manager.
* Conduct training and involve media for masses information and mention all the media records.
* Organize project activities and represent the organization on different forums such as local and national.
* To ensure the involvement and participation of the governmental decision-makers and communities.
* To establish the provincial and district level advocacy forums and prepare advocacy champions on the district and provincial level and develop their linkages for newborn and child health issues.
* To prepare the donor reporting and timely sharing in close coordination.
* Monitoring of project Field area.
* To maintain project record-keeping data.

**Project Implemented:**

**Peshawar, Batagram, Charsadda (DMRC)**

**Work Experience:**

* Managed daily administrative operations, including maintaining office supplies, coordinating schedules, and handling correspondence.
* Oversaw office budgeting and expense tracking, ensuring cost-effective procurement of supplies and services.
* Maintained and updated filing systems, both physical and digital, for easy retrieval of documents.
* Assisted in the preparation of reports, presentations, and other business documents.
* Coordinated travel arrangements, including booking flights, accommodations, and transportation.
* Handled incoming calls, emails, and inquiries, and directed them to the appropriate staff members.
* Assisted in organizing and coordinating meetings, conferences, and events.
* Managed office equipment and liaised with vendors for maintenance and repairs.
* Provided general administrative support to the team as needed.

**SKILLS**

* Office management and administration
* Calendar management and scheduling
* Document management and filing
* Correspondence handling (emails, letters, calls)
* Budgeting and expense tracking
* Travel coordination
* Meeting and event coordination
* Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
* Excellent communication and interpersonal skills
* Attention to detail and strong organizational skills
* Problem-solving and decision-making abilities
* Microsoft office (MS Word, MS Excel, MS PowerPoint, MS Access)
* Coral draw, in page etc.
* Net surfing, uploading, Downloading

**References:**

**Ahmad Abdul Qadar Hassan (**ICRC**)**

Physical Rehabilitation Project Manager

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**Fahad Saleem (**Khwendo Kor**)**

Programm manager

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