

PERSONAL INFORMATION

SABA RAMZAN

Father's Name: **Muhammad Ramzan**

Address: **Noor Bakhsh Street Mohallah Qasaban
Inside Faqerni Gate DIKhan**

Qualification: **Master of (Chemistry) Gomal University DIKhan**

Contact # **+92 341 312 6165 (WHATSAPP)**
+92 332 478 3593
ramzansaba587@gmail.com

SKILLS

- Lesson Planning
- Marking assessments.
- Time Management
- Team Work

PROFESSIONAL SUMMARY

- I am a young development professional having 3 years well experience. My expertise is in Education Community, Mobilization, Management and implementation of the ongoing livelihood and Education Projects, Preparation of monitoring plan and work plan, Data collection, program management, monitoring and evaluation involved in preparation of progress reports data analysis report writing.
 - Accomplished Teaching with solid foundation of Science subjects. Creates innovative lesson plans to keep students engaged and motivated.
-

WORK HISTORY

PVDP – Pakistan Village Development Program

PROJECT:

- Women and adolescents' access to integrated Health and Psychosocial Interventions funded Global Affairs Canada.

POSITION:

- **Outreach Assistant**

AREAS:

- DERA ISMAIL KHAN.

DURATION:

- Jan 2023 To March
-

POSITION:

- **WGSS Supervisor.**

AREAS:

- DERA ISMAIL KHAN.

DURATION:

- March 2023 to Continued.

RESPONSIBILITIES:

- Conduct awareness sessions on GBV and SRH.
- Supervise and oversee all activities inside WGSS.
- Identified GBV survivors and SRH cases.
- Supervise ensure that data relate to GBV/SRH Sessions, Vocational training, life skill bases education, success stories etc. is collected.
- Updated, documented and coordinated through st WPE officer with Reporting, Meal officer and Data Assistant regularly for weekly, bi monthly, monthly quarter progress reports.

- Achieved order processing and delivery time targets through smooth warehouse operations.
- Maintained clean, organized working areas to create positive, productive environments with minimal risk.
- Dealt with customer complaints and rectified product and service issues.
- Motivated team through providing hands-on-practical support to all member of staff on duty.

Subject Teacher

10/2022 – 03/2023

The Keystone School – Dera Ismail Khan, Khyber Pakhtunkhwa

- Alerted pastoral teams of concerns about particular students to offer appropriate support.
- Prepared and presented student reports at parent teacher evenings, offering detailed feedback and insights for individual students.
- Planned academic courses to align with updates to national curriculum.
- Maintained discipline to enforce consequences for poor behavior, unauthorized absences and sub-standard work.

Health Care Worker

04/2018 – 09/2022

Polio Worker – Dera Ismail Khan, DHQ Hospital KPK,

- **05 Year Experience in Polio Worker in DHQ Hospital DIKhan since 2018 to 2022.**
 - **05 Month Experience in DHQ DIKhan as a PTP Point.**
 - Facilitated engagement between residents, staff and local community by communicating openly and planning polio events.
 - Applied moving and handling procedures to safely assist service users with restricted mobility.
 - Performing light domestic duties to support residents in supported living maintain clean and orderly living space.
 - Maximized dignity and independence of service users by encouraging residents to practice skills within their capability.
-

EDUCATION

- **MATRIC**, 10/2014 – 10/2016
B.I.S.E Dera Ismail Khan, Khyber Pakhtunkhwa
Division: First

- **FSc. Pre-Medical** 07/2016– 07/2018
B.I.S.E Dera Ismail Khan, Khyber Pakhtunkhwa
Division: First

- **BS CHEMISTRY, 04 YEARS (HONS)** 08/2018 – 12/2022
Gomal University – Dera Ismail Khan, Khyber Pakhtunkhwa
Division: First

- **D.I.T, 01 YEARS** 2022
Commerce College– Dera Ismail Khan, Khyber Pakhtunkhwa
Division: First

PERSONAL SKILLS

- Excellent coordination, leadership and management skills.
- Excellent interpersonal and communication skills, including experience in negotiation and advocacy.
- Excellent initiator, able to manage multiple tasks and to work under pressure to meet deadlines.
- Self-motivated and excellent observant of protection issues in the operational Area.
- Positive, optimistic and well-organized self-starter.
- Good interpersonal and communication skills.
- Can work independently as well as in a team.
- Financial Management and Administration.
- Organized, proactive, able to make decisions and define priorities.
- Capacity of analysis, synthesis and reporting.
- Honesty, reliability, autonomy and sense of responsibility.

- Capacity Building, Coaching and Mentoring of teams.
- Previous experience Knowledge or experience in conflict management, gender issues, or other related field.
- Proven ability to live and work in an unstable, insecure environment.
- Strong planning and organization skills.
- Ability to work independently, take initiative and prioritize complex work tasks.
- Flexibility and ability to work under time pressure completing complex multi-stakeholder assignments.
- Ability to work under pressure and meet deadlines.

COMPUTER SKILLS

- MS Office
- Internet Search
- MS Excel

LANGUAGE

Urdu:

Fluent

English:

Intermediate

Saraiki

Fluent