

# Saira

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## Objective

I am a highly motivated individual seeking to join a prestigious and dynamic organization where I can utilize my talent, skills, and experience to make significant contributions towards the long-term growth and development of the organization. My goal is to work collaboratively with my colleagues to achieve the organization's goals efficiently and effectively, while constantly striving to improve my own abilities and expand my knowledge base.

## Profile Summary

I am a confident, multi-skilled, and capable professional with over 8 years of professional experience in public & community dealing, I possess exceptional analytical and problem-solving skills, with a proven track record of investigating and resolving complex issues while constantly seeking to improve processes. As an independent, creative, and critical thinker with sound judgment and strategic decision-making competencies, I am able to prioritize tasks and manage time effectively.

Currently seeking a new and challenging position that can leverage my skills, experience, and further my career development. I am committed to delivering high-quality work and contributing to the success of the organization through my expertise.

## Academic Qualification

### **MA English (2023)**

University of Sindh, Jamshoro, Sindh, Pakistan

### **B.Com (2013)**

University of Sindh, Jamshoro, Sindh, Pakistan

## Experience

### **Accountant Assistant Officer- (March, 2021 to Till Continue)**

Bhitai Dental & Medical Collage Mirpurkhas, Sindh

### **Social Mobilizer (August , 2019 to January, 2021)**

NRSP Nutrition , Mirpurkhas, Sindh

#### *Job Descriptions:*

- Plan social mobilization activities in the context of the project log frame and targets set aligned with Provide input in the development of terms of partnership to be signed with the communities for participation in the project activities,
- Initiate social mobilization process and facilitate the project communities to organize themselves in shape of community organizations (male and female).
- Identify and establish of community groups, and village committees to identify and register the flood affected Beneficiaries in targeted area.
- Facilitate community Focal persons through advocacy and capacity building to approach the different departments.
- Initiate and support different extracurricular activities in tent cities as per planned in project.
- Support VO members to build their capacities in management, planning and monitoring, conflict resolution, and promoting social harmony in the community.
- Provide input for preparation of monthly and quarterly progress reports on the field activities highlighting achievements and bottlenecks.
- Coordinate with project coordinator, MEAL, Operations and HR department for integrated and coordinated activities in the field.
- Support and coordinate with different implementing partners of government department in carrying out studies, assessments, and trainings.
- Support the community organizations to establish their linkages with the local authorities and other development actors to improve the social services in the area.
- Facilitate information and knowledge management

### **Branch Service Officer- BSO (January, 2017 to February, 2019)**

United Bank Limited-UBL Dhumbhalo, Sindh

### **Teacher (September, 2016 to March, 2018)**

Littler Fairy School, Mirpurkhas, Sindh

### **Teacher (March, 2014 to March, 2015)**

Hilal Public School Digri, Sindh

## Trainings

- 1 Years FX constellating & Nutrition.
- 4 days training by the UN-FAO data collection and survey tools and techniques in December, 2023
- 5 days training by the APEX on data collection and survey tools and techniques in 2022

## Key Strengths

- Do the best with sincerity, whatever is being assigned.
- Be loyal with the organization and protect its interests in every condition.
- I believe in high moral of my subordinates. A fast learner, able to understand new ideas and concepts quickly.
- Undertakes challenges and never give up in my life.
- Have positive, focused and logical approach in professional and personal life.

## Languages

English | Urdu | Sindhi | Punjabi

## Computer Skills

Excellent commands on MS Excel | MS Word | Power Point

## Soft Skills

Six Month CIT from IMSIT institute, Digri, Sindh

## Soft Skills

Complex Problem Solving | Critical Thinking | Creativity | Judgement and Decision Making | Emotional Intelligence | People Management | Coordinating with Others | Service Orientation

## Reference

Will be provided when required