

# SONIA KHURSHEED

## Address;

Haroon bungalows phase-2, house#L-43/44/45,  
adjacent to Scala community Centre, near safoora,  
scheme 33, Karachi.

## Cell number;

0334-1005577

## Email :

soniashzb@gmail.com

## Skills

hard working  
time management  
adaptability  
innovation  
quick learner

## Personal information

Marital status; Married  
CNIC ; 4220126563694  
Religion Islam

## EDUCATION

### University of Karachi.

- Master of public administration (M.P.A) Specialization in HUMAN RESOURCE MANAGEMENT passed with 73.9% from university of Karachi in 2008.

### University of Karachi.

- Bachelor of public administration (B.P.A) with 65% from university of Karachi in 2007.

## WORK EXPERIENCE

### Chip Training and consulting firm (CTC)

Working as a community health worker in EPI program from 1st April 2023 to till date.

### Sidat hyder Consultancy firm. May 2022 till 31st March 2023.

Worked as a Community health worker (CHW) under the supervision of District polio control room in EPI from 14 May 2022 to 31st March 2023.

### NATIONAL BANK OF PAKISTAN

Internship of 6 weeks in 2007  
Financial Accounting  
Saving & investment

### Civil Aviation Authority (CAA)

Internship of six 6 weeks 2007  
Prepared Research report on following:

- Recording
- Recruitment and selection
- Performance appraisal
- Training and development

### Jauhar excellence Academy School

- Handle administrative matter.
- Work on ms word and excel.
- Handle admissions and meetings with parents
- Taught primary classes.

### CERTIFICATE COURSE:

- English language course from PAKISTAN AMERICAN CULTURE CENTER.
- Course in "MANAGEMENT & LEADERSHIP DEVELOPMENT" from NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING KARACHI.

### ATTENDED SEMINARS:

- Crises Management in Metropolitan city.
- Quality productivity through KAIZEN MANAGEMENT.
- Human Resource Management.
- Effective Communication.
- Supply chain Management.
- U Excel: a career development program.