



## **Syeda Sadia Adnan**

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### **Objective:**

I am willing to work in a progressive and dynamic organization where I can apply my academic and professional knowledge in the field of Education.

### **Academics:**

B.A (Arts) From University of Karachi.

Intermediate Computer Science from Karachi Board.

Matric Computer Science from Karachi Board.

### **Experience:**

Working in WHO as UCPO (FEB-2019 TO TILL DATE 2024)

Working in UNICEF as a UCCSO (SEP-2016 to SEP- 2018)

## **Responsibility:**

- o Selection of HR
- o Manage Teams, Making Microplanning, data analysis, training and monitoring.
- o Working in online Google sheets.
- o Area supervisors and workers Team Lead and solving field issues, admin issues, salary issues and maintain attendance records.
- o Conducted Influencer, Community Stake Holder meeting and Community Engagement Session to behavior change in Community for Polio vaccination and Routine Immunization.
- o Every Campaign child vaccination Micro planning for excels sheets and share Town Health Office and District Office.
- o Working in online Google sheets.
- o To ensure Communication and social mobilization planning is included in UC.
- o Conduct induction & field training for Child Vaccination and Routine Immunization.
- o Teams Monitoring and Communication and Social Mobilization planning Mosque Announcement for upcoming Campaign.
- o Field visits, Refusals Conversation Activity and BTL Activity.
- o Check Routine Immunization Activity and daily reporting District Health Communication Support Officer (DHCSO).
- o Daily conduct Morning Briefing with workers and Communicate works strategy and planning.
- o Conducted Community Sessions Budgeted, non-Budgeted, School Sessions and Doctor meeting for information Child Vaccination and Briefing upcoming Campaigns.
- o Solving field issues Community issues Vaccination Refusals issues counseling and parents for Child vaccination and Routine Immunization.
- o Maintain Data for Child Vaccination and Routine Immunization.
- o Conducted IPV, Measles and Typhoid Injectable Campaigns.
- o Received Vaccine Town Health Office and Maintain Vaccine Management.
- o Received Campaign Logistics and Distribute in Workers.
- o Worked at Covid-19 data.
- o Daily follow up in Calls Covid-19 Suspected, Confirmed Cases and report Town Health Office.
- o Conducted Float Activity about Covid-19 Social Distancing.
- o Filled Foams in Confirmed Covid-19 Cases Patients in Phone Calls.
- o Field work in Suspected Covid-19 Cases and Confirmed Address.

## **Skills:**

Excellent working knowledge of Microsoft Word, Excel, PowerPoint.  
Excellent ability to work collaboratively in a team environment, and independently.  
Have a flair for performing arts, social media networking.  
Enthusiastic, quick to learn with good interpersonal and organizational skills.  
Have a high sense of responsibility and dedication.  
Excellent Training, HR and Administration Skills.