

WAJEEHA NADIR KHAN

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OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

EXPERIENCE

- **Event Organizer**
As an event organizer, I am responsible for planning and coordinating various events, such as conferences, seminars, workshops, and social gatherings, for the university community.
I worked closely with various departments, student organizations, and external vendors to ensure the smooth execution of events.
- **Social Worker**
I have two years of experience being a social worker, I am committed to improving the well-being and quality of life of individuals, families, and communities. I have experience working with diverse populations and providing support and resources to those in need. My skills include active listening, empathy, problem-solving, and crisis intervention.
- **International Committee of the Red Cross(ICRC)** **July - September**
Social field worker
Experienced as social Field worker with International Committee of the Red Cross(ICRC)
- **Pakistan Red Crescent Society** **July - September**
Social field worker
Experienced as social Field worker with Pakistan Red Crescent Society since long and currently working with another volunteer organization.
- **Pakistan Red Crescent Society** **June - September**
Dengue Prevention Campaign 2023
- **Pakistan Red Crescent Society**
Flood response campaign
- **CEWS- Chiragh international welfare society**
Volunteer
- **Parwan-e-Khanam organization**
Volunteer

EDUCATION

- **GLOBAL WISDOM INTERNATIONAL HIGH SCHOOL** **2018**
Matric
- **JINNAH ISLAMIA DEGREE COLLEGE** **2020**
F.Sc
- **ABASYN UNIVERSITY** **Completed**
BS ENGLISH

SKILLS

- Event Organizer
- Singing
- Supervision
- Office Automation
- Calligraphy

PROJECTS

- Dengue campaign
- Flood campaign
- Youth leadership program

INTERESTS

- Novel Reading
- Gardening
- Singing

LANGUAGE

- English
- Urdu
- pashto

REFERENCE

- **available upon request**