

Warda Saif

M.A (English Literature)

CONFIDENTIAL INFORMATION

Email

Wardasaif735@gmail.com

Phone

+92-340-8355653

Address

Khushi Muhammad Street
Near Manzoor Bakery
Chaman

SKILLS

MS Office – St. Command
MS Excel: - Good Command
MS Word: - Good Command
Power Point: - Good
Command

LANGUAGES

Pashto Urdu Eng.

Listening Exclnt Exclnt Exclnt

Writing Exclnt Exclnt Exclnt

Speaking Exclnt Exclnt Exclnt

ABOUT ME

My name is Warda Saif. I'm an energetic person who has developed a mature attitude and is responsible to approach any task that I undertake or situation that I'm presented with. I am excellent at working with others to gain a certain aim on time and with excellence. I like progressive, creative, and result-oriented work

PERSONAL INFORMATION

Father Name: Saif Ullah
Sure Name: Buzdar
Date of Birth: 15-04-1994
CNIC: 54201-610800-8
Domicile: Killa Abdullah
Nationality: Pakistani
Religion: Islam
Marital Status: Married

EDUCATION

2018 **M. A English Literature**
1st Division
Sardar Bahadur Khan Women
University Quetta

2014 **B. Sc**
1st division
Government Girls Degree
College Chaman

2012 **F.Sc. (Pre-Medical)**
1st division
Government Girls Degree
College Chaman

2010 **Matriculation**
1st Division
Government Girls School Chaman



Chip Training and Consultancy (CTC) / HR Project Assistant

Responsibilities:

- Communicating with potential job candidates.
 - Contacting candidates references and verifying education listings.
 - Managing HR records including, resumes, applicant logs, and employee forms.
 - Issuing employment contracts and verifying completion
 - Issuing new employees with enrolment documents.
 - Conducting employee orientations (Leave Policy, Termination Policy, Impersonation cases, Kinship Policy, etc.)
 - Explaining employee benefits.
 - Responded to HR-related queries within the company
 - Maintaining employee confidentially
 - Assisting with the distribution of training materials, and logistics.
 - Hiring, Firing, and keeping their HR profile Up to Date.
 - Update Leaves record and keep reserved pool Up to Date
 - Maintaining the Personal file of all employees according to UC level.
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Birth Registration Center/Data Entry Operator

Responsibilities and Duties:

- Confirm the locality of individuals
- Confirm the registration and date of birth the from educational Certificate
- Verify the Family Tree of the individual who claimed the certificate
- Received approval for making birth registration
- Enter the data of the Individual in the system
- Issue him/her a birth certificate



Kidney Hospital Quetta / Computer Data Entry Operator.

Responsibilities and Duties:

- Insert customer and account data by inputting text-based and numerical information from source documents within time limits
 - Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry
 - Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output
 - Research and obtain further information for incomplete documents
 - Apply data program techniques and procedures
 - Generate reports, store completed work in designated locations, and perform backup operations
 - Scan documents and print files, when needed
 - Keep information confidential
 - Respond to queries for information and accesses relevant files
 - Follow data integrity and security policies
 - Ensure proper use of office equipment and address any malfunctions
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Years as a Private School Teacher/Classroom Teacher

Responsibilities and Duties:

- To plan and prepare appropriately for the assigned courses and lectures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self-responsible/independent learners
- To provide opportunities for students to apply and practice what is learned
- To engage students in creative thinking and integrated or interdisciplinary learning experiences
- To build students' ability to work collaboratively with others
- To adapt instruction/support to students' differences in development, learning styles, strengths, and needs
- To maintain a safe, orderly environment conducive to learning



Tameer E Khalq Foundation / Case Worker

Responsibilities and Duties:

- Maintain a daily system of providing timely and accurate information required to move cases through the case management pipeline
- Perform basic and advanced levels of document review, legal research, and case management
- Maintain a daily system of providing timely and accurate information required to move cases through the verification and case management pipeline
- Provide case management/care coordination referrals to participants when appropriate for the range of maternal child health psychosocial and behavioral health needs
- Contact mental health aftercare programs w/in 24 hours after the patient's initial appointment to determine if it was kept and will reschedule appointments that have not been kept
- Attend discharge planning rounds
- Attend social work and psychiatry meetings and training as assigned
- Provide backup coverage for assigned workers
- Assess forces related to internal conflict or environment
- Contact mental health aftercare programs within 24 hours after the patient's initial appointment to determine if it was kept and will reschedule appointments that have not been kept

Note: - References will be provided on Demand.