

ZUBARIA MUKHTAR

Address: Laiba Girls Hostel, Street # 2, F8/3, Islamabad
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Career Objective:

To work at my best in the challenging work environment of a reputable organization where my education, training, skills and abilities can be fully applied and provides learning opportunities for the fulfillment of corporate as well as personal goals.

Academic Qualification:

- Master in Social work from University of Sargodha
- Bachelor of Art from University of Sargodha
- Intermediate from Board of intermediate and secondary education Sargodha
- Matriculation from Board of intermediate and secondary education Sargodha

Experience:

Working as a “Senior Manager ARC (Afghan Refugee Clinic)” with “Greenstar Social Marketing Limited” Islamabad (October 2018 to Present)

- To maintain the decorum of ARC (Afghan Refugee Clinic)”
- To implement the SOPs related to ARC patients
- To maintain the Patients database and report to senior management and donor
- To analyze the patients' data and issue medicine to them
- To create an awareness in the community through different health sessions among the Afghan Community in Islamabad
- Mobilization session among community on Free medical camps
- To meet the sale target in ARC

- To meet the growth targets of ARC through increasing the patient ratio and business growth.

Worked as an “Area Field Officer” with “Oxford Policy Management (OPM)” at “Evaluation of the Stop Initiative Diarrhea (SDI)”. (Sargodha)

- To execute the visit plan and collect data according to given time line.
- To Ensure the data quality and to submit report after compilation the report at day end.
- To ensure the data validity and proper synchronization from the app
- Monitor the correct coordinates of area and sampling method
- To give feedback to team on daily basis on their progress and drawbacks
- Staff meeting and reporting done on daily, weekly and monthly basis

Worked as an "Observer" at "Bureau of Statistics, Planning and Development Project" under Government of Punjab, Lahore. (Sargodha, Mianwali, Bhakkar, Khushab)

- Ensure the data reliability collecting the enumerators in the field
- To observe the protocol implementation in the field while data collecting
- Monitoring feedback reported to management
- Observation done while interviewing the clients and feedback shared with team after day end.

One Year worked as Trainee administrator at University of Sargodha

- Schedule activities preparation done on different day (National and international days)
- Activities invitation circulation and record keeping done on daily basis
- Logistic arrangement done along with speakers and participants

Trainings and Short Courses:

- 3 days Orientation Course at Community Basic Life Support with Punjab Emergency Service, Rescue 1122
- Whiteboard Animation/ video creation course done in Webs care Sargodha

Personal Skills

- Good Interpersonal and Group Communication Skill
- Working Computer Knowledge
- Office Management
- Whiteboard Animation
- 2D Animation

Personal Details:

Father Name: Mukhtar Ahmad

Domicile: Sargodha

Reference: Will be furnished on Request

(Willing to relocate anywhere in Punjab)