# IMG-20160419-WA0016

# ZAITOON ABDULLAH – CV No. 1995000

# Al basara Alain - UAE

# Post Applied for - Any Suitable job

**CAREER OBJECTIVE:**

I am a highly motivated individual who enjoys working within a team and can easily work on my own. I believe by being honest and striving for the highest integrity principles and values. I will be an asset to the organization by contributing my experience and expertise.

**STRENGTHS:**

* Energetic with good Communication Skills.
* Fluency in English.
* Highly Organized and Motivated.
* Focus and Committed to deliver.

**JOB EXPERIENCE:**

**Ormara Balochistan,Pakistan**

* Worked as **Master Trainer**

**Responsibilities:-**

* Conducted training on Life Skills & Financial Literacy with Beneficiaries
* Encouraged and empowered the Beneficiaries

**HUMAN ORGANIZATION FOR PEACEFUL ENVIRONMENT Ormara Balochistan,Pakistan**

Worked as **Master** **Trainer** with **(HOPE)** for 15 day

**Responsibilities:-**

* Conducted training on Leadership Management , Gender Based Violence , Value Chain& Marketing and Solid & Liquid Waste Management for Beneficiaries
* Understood the beneficiaries regarding importance of Value Chain & Marketing
* Delivered the session about Leadership Management that how it’ll be possible in our society
* Delivered the session on Gender Based Violence and highlighted the gender issues in our society
* Delivered the session on Solid & Liquid Waste Management and learnt about wrong factors of Solid & Liquid Waste

**EARLY CHILDHOOD DEVELOPMENT PROJECT AGA KHAN FOUNDATION /**

**RURAL w DEVELOPMENT COUNCIL, GWADAR Gwadar Pakistan**

Worked as **Family Resource Centre Coordinator** with **RCDC / ECDP-B** from Feb 2012 TO Dec, 2014 **Responsibilities:-**

1. Conducted periodical meetings and project reviews with project coordinator , technical partners, line departments and caregivers/community members
2. Planned and organized educational sessions for parent-children learning and stimulation
3. Facilitated in organized research trainings for FRC staff, teachers and LHWs
4. Facilitated, monitored and managed research related activities in the field
5. Explored and wrote project case studies and encouraged ECD workers, teachers and LHWs to write their own case studies
6. Worked for advocacy of early child development and education at community and district level
7. Assisted in organized events for greater awareness on early child development for district level stakeholders
8. Assisted to FRC coordinator in overall management and functioning of FRCs

**INTERNATIONAL LABOUR ORGANIZATION Gwadar Pakistan**

Worked as **Coordinating Person** of **SEAFOOD & SOLAR HYBRID SYSTEM** Training with ILO

From Feb to Apr 2011

**Responsibilities:-**

* Meeting With Community
* Hired trainee for trainings
* Follow up the trainee
* Arranged the trainings

**RADIO PAKISTAN Gwadar Pakistan**

Worked as **PROGRAMME COMPAREER** in **FM-93 Radio Pakistan** from 2007 to 2011

**RESPONSIBILITIES:-**

* Worked as News reader
* Worked as Announcer
* Worked as Program Compare
* Talk Show Program

**NATIONAL EDUCATION OF FOUNDATION Gwadar Pakistan**

Worked as **OFFICE ASSISSTANT** from Jul 2008 to Feb 2009

**RESPONSIBILITIES:-**

* Maintained the Teachers and office record
* Meeting with teachers
* Visit the Study place
* Meeting with Supervisors

**VOCATIONAL TRAINING CENTER Gwadar Pakistan**

Worked as **COMPUTER INSTRUCTOR** for 3 months (2008)

**RESPONSIBILITIES:**

* Instructor of Basic Class
* MS OFFICE (WORD, EXCEL AND POWERPOINT )

**INTERNATIONAL AIRLINE air blue Gwadar Pakistan**

Worked as **TRAVEL COUNCELOR & CUSTOMER SERVICE AGENT** at airline

From Jun 2006 to March 2008

**RESPONSIBILITIES:**

* Marketing with Customer
* Ticketing Manual & Electronic
* Boarding the Passengers
* Attended the Flight
* Documentations

**GWADAR GRAMMER SCHOOL Gwadar Pakistan**

Worked as **Teacher** in private school from Oct 2003 to May 2006

**RESPONSIBILITIES:**

* Teaches all subjects

**NATIONAL DISASTER MANAGEMENT AUTHORITY &**

 **UNITED NATIONAL DISASTER PROGRAM**  **Gwadar Pakistan**

Worked as **TRAINER ON TSUNAMI AND EARTH QUICK** with **UNDP/ NDMA** from 2010 to 1012

**RESPONSIBILITIES:**

* Conducted training on Earth Quick & Tsunami different schools and collage.
* Conducted Tsunami Drill

**PAKISTAN WETLAND PROGRAM WWF-PAK Gwadar Pakistan**

Worked as **Social Organizer** in **MCWC SITE GWADAR PWP-WWF** from April 2010 to Jan 2012

**RESPONSIBILITIES:**

* Mobilizations
* Arranged the meeting with VWCCs (Village Wetlands Conservation Community)
* Organized the NRM training for female community
* Registration the female VWCCs as CBOs.
* Established the resource centre for female community
* Organized the workshops on special days
* Organized the Exposure Visit for female community

**RURAL COMMUNITY DEVELOPMENT COUNCIL/ JSI PAIMAN PROJECT Gwadar Pakistan**

Worked as **Social Moblizer** in **PAIMAN** project from Apr 2009 to Mar 2010

**RESPONSIBILITIES:**

* Field Work
* Arranged the Awareness Session
* Arranged the meeting with Community
* Organized the Health Camp
* Meeting with LHV & LHW
* Mobilizations
* Arranged the trainings for TBAs

**ACADEMIC QUALIFICATION**

M.A - University of Balochistan , Quetta Pakistan (2015)

B.A - Sayed Zahoor Shah Hashmi Degree College of Gwadar, Pakistan (2009)

S.S.C - Board of Intermediate at Quetta Pakistan (2007)

**INTERESTS/ HOBBIES:**

* Reading Books,
* Internet, Travelling, & Reading.

**PERSONAL INFORMATION:**

 Date of Birth : August 11, 1984

 Nationality : Pakistani

 Marital Status : Single

 Visa Status : Employment visa

 Languages : English, Urdu and Balochi

 Address : Al basara Alain - UAE

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| **ZAITOON ABDULLAH – CV No. 1995000**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |