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 **SAIMA**

**SAIMA.335244@2freemail.com**

**Key Competencies**

* Excellent communication, interpersonal and networking skills across diverse cultural contexts.
* Proficiency in research and in critical analyses of varied sources of information.
* Efficient organizational skills and co-ordination of events, programs, people and logistics.
* Ability to work in high stress work environment.
* Aptitude in project leadership and innovative problem-solving under time and resource constraints

## Professional Experience

###### Admin Officer (May2013-Nov2016)

* **(Al-Ahad Techno Associates (Pvt.) Limited)**

**Key Responsibilities**

* Oversees and administers the day-to-day activities of the office.
* Develops policies, procedures, which ensure productive and efficient office operation.
* Provides assistance and support to the staff.
* Monitor and supervises the work of staff.
* Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
* Review and approve requisition.
* Assists in the coordination, supervision, and completion of special projects
* Keep up to date personal files.
* Performs miscellaneous job-related duties as assigned.

**Health and Hygiene Educator AKDN**

**(Aga Khan Planning Building Service, Pakistan)Oct-2010 to April 2013**

**Key Responsibilities**

* Developed Health Hygiene training manuals and material.
* Conducted Health and Hygiene Training, Workshops for teachers, communities and targeted School students.
* Organized meetings, seminars and workshops for mobilizing communities, teachers regarding health and hygiene promotion.
* Organized and participate in International Health days, Art & Essay Competitions with targeted schools/ students across the Gilgit-Baltistan&Chitral.
* Establish data gathering mechanisms, consolidating data against the program goals, and ensure timely and comprehensive flow of M&E information to relevant stakeholders.
* Actively participate in the design and implementation of assessments, surveys, and evaluations

 To evaluate the impact of health and hygiene in schools as well as in communities.

* Conduct periodic monitoring trips to the project sites, including random monitoring check using standard monitoring tools.
* Developed monthly/ quarterly and annually reports

**Instructor**

**Elementary College of Education for Women Jutail Gilgit (May 2009 to June 2010)**

**Key Responsibilities**

* Conducted lectures for class B.Ed (Bachelor in Education) & D.Ed (Diploma in Education)
* Preparing lesson plans and lesson demonstration on the basis of that lesson plan
* Meetings with parents regarding student’s performance and ongoing activities and issues.
* Student’s assessment on weekly, monthly, quarterly and annual basis.
* Event planning and management at collage level.

# Training Officer

**Partner Aid International-PAI (March 2008- to March2009)**

**Key Responsibilities**

* Liaison with the partner communities for the development and implementation of the programme.
* Conduct meetings with stakeholders to motivate them about Adult Literacy Program.
* Conducted meetings with the stake holders to facilitating the selection of teachers.
* Conducted interviews for selection of teachers.
* Developed training manuals and materials.
* Conduct training/workshops for tutors of Adult Literacy Centers.
* Conduct follow up visits and overall review and monitoring of Adult Literacy Centers.
* Document key lessons ,achievements and success of literacy centers
* Develop monthly/ Quarterly and Annually reports

## Research/ Case Studies

* Carried out a research on the Importance of **“Community Participation in School Improvement”**

## Seminar / Workshops

* Attended 7 days training on Enterprise Development arranged by ECI Islamabad
* Attended 4days Training on Research Techniques arranged by AKPBSP(Aga Khan Planning &Building Service, Pakistan)
* Attended 5days Workshop on Integration of Computer In Teaching Profession arranged by Pre-Step
* Attended 2 days’ workshop on Gender Sensitization arranged by Women Activity Portfolio (WAP) with collaboration of Local Council Gilgit.
* Attended 2 days seminar on Environmental Education, arranged by IUCN, held in Karakorum International University (KIU) Gilgit
* Attended one week training workshop on Training of Trainers (ToT) arranged by Aga Khan Economic and Planning Board (AKEPB) Gilgit
* Attended three days seminar on Youth Leadership arranged by Aga Khan Youth and Support (AKYSB) Gilgit.
* Attended one week training workshop on Future Planning arranged by human resource development Centre (HRDC) Zulfiqarabad.
* First Aid Training Program arranged by Northern Areas Girls Guide

## Achievements/ Awards

* Awarded In Academics from Karakorum International University (KIU)
* National participant for game (volley ball) arranged by Govt Tourism and sport sector Northern areas
* International Participant for game (Volley ball) arranged by Aga Khan Youth and Sport Board –AKYSB
* Winner of the first prize in art competition arranged by IUCN Gilgit with collaboration of SERENA Gilgit

## International days celebrated

* World Environmental Day
* World Water Day
* Global Hand washing Day

## Education

**Master of Arts In EducationKarakurum International University (2006-2008)**

 Environmental Education

Environmental Education

Early Childhood Development

Research methodology

Curriculum development

Computer in education

**Bachelor In Education –B.Ed Karakurum International University (2009)**

Educational Psychology

School Organization

Philosophy

## Computer Skills

**Operating System**

MS Windows\* MS Word\* MS Excel\* MS Power Point\* In Page\* Internet