**CURRICULUM VITAE** 

**Rabia**

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| Email I'd. | *Rabia.380712@2freemail.com* |

Employment History

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| Receptionist/Admin Asst:Rehmat Memorial Dental Hospital Pakistan. | Worked as receptionist and admin assistant where I have to deal with.* Assist admin section and managers for the administrative issues.
* Managing the maintenance issues of hospital.
* Filing arrangement
* Handling the phone calls and emails.
* Handling the students issues regarding hostel facility & class time tables.
* Managing all records of office and writing minutes of every meeting.
* Managing all the appointments of patients and timing of doctors.
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| PSBD SecurityProfessional security system UAEFrom April 2016 to April 2017 | Worked in security company in Hyper market Sharjah and my responsibilities were;* Maintain the record of staff files in security office
* Checking female staff on duty & solve issues between staff & management.
* Maintain good relationships between management & sales.
* Patrolling to department store for prevention of shop lifting.
* Attend customers regarding their issues related staff.

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| Monitoring and Evaluation Officer Legal Awareness Program for Human Right (LAPH)April 2013 to December 2013  | I have worked as a monitoring and evaluation officer under the project of Strengthening Rule of Law in Malakand (SRLM) funded by the United Nation Development Program. Where my responsibilities were included as;* Maintaining data base of field activities
* Developing project daily, weekly, monthly and quarterly reports
* Writing case studies on best practices of project
* Assisting field staff in project implementation and document process
* Writing meeting minutes and reporting to management on project progress
* Assist in management in project proposal and evaluation report writing
* Facilitate in arranging trainings, workshops and other events in the district
* Monitoring overall program activities on regular basis
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| Social Organizer Beer Development Society (BDS) HaripurFebruary 2011- March 2013  | **As a social organizer, my responsibilities were included as;** * Meeting with the rural people for community formation.
* Need assessment of the community organization.
* Providing linkages to community organization with other NGOs, Govt. Department for the improvement of existing social services.
* Arrangement of trainings, workshops and seminars for the community activists for capacity building.
* Mobilizing the community members for the formation gender balanced community. (I.e. formation of women communities equal to men community’s organizations.
* Promoting of gender voices on equality basis at all the level of community organization.
* Arrangement of meetings and seminars for the (DTCE) Devolution Trust for Community Empowerment at Union Council level.
* Preparing monthly work plans with the coordination of Donors, Govt. Line Department, and other staff members for the smooth running of programme activities.
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| EditorSarhad Rural Support Programme (SRSP)October 2010 – January 2011 |  **Worked as Editor in Benazir Income Support Programme (National Poverty Targeting Survey) 2010 at District Haripur.** |
| InterneeNational Internship ProgramJune 2009 to June 2010 | **Worked as internee in National Internship Program for youth of Govt of Pakistan for one year in the office of District Coordination Officer (DCO) Haripur where my responsibilities were;*** Liaison with all the Government Line Departments working in the District.
* Data collection with the collaboration Revenue department for (DDMA) District Disaster Management Authority.
* Camp management and record keeping of IDPs in the District Haripur with the coordination of Social Welfare Department, NGOs and Civil Societies in the District.
* Data collection of Govt Schools with the coordination of Education Department and NCHD.
* Arrangement of Seminars and Workshops for the PTCs (Parent Teacher Committees) members at District level for the role of PTCs in education sector.
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| Senior School Teacher Hazara Public School & College &Jinah jama Public School & College HaripurJanuary-2007 to May 2009 | **My responsibilities were;** * Teaching all the subjects till SSC level.
* Arrangement of inter schools, debate, sports and poetry functions.
* Classrooms competitions.
* Arrangement of Study Tours for the students.
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Technical skills

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| **Diploma** | * Six-month diploma in Office Automation from NIML Haripur Pakistan.
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Education

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| M.A Urdu Literature | * University of Peshawar.

2nd Division Session Year 2007 |
| B. Ed | * University of Peshawar.

1st Division Session Year 2010 |

Personal information

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| **Marital status** | Married |
| **Nationality & Religion** | Pakistani & Muslim |
| **Visa status** | Husband sponsor |
| **Languages**  | Urdu, English |
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