**CURRICULUM VITAE** 

**Rabia**

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| Email I'd. | [*Rabia.380712@2freemail.com*](mailto: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 Security  Professional security system UAE  From 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 |
| Social Organizer  Beer Development Society (BDS) Haripur  February 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. |
| Editor  Sarhad Rural Support Programme (SRSP)  October 2010 – January 2011 | **Worked as Editor in Benazir Income Support Programme (National Poverty Targeting Survey) 2010 at District Haripur.** |
| Internee  National Internship Program  June 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. |
| Senior School Teacher  Hazara Public School & College &Jinah jama Public School & College Haripur  January-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. |

Technical skills

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

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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