**RABIA SHAH**

**PERSONAL** INFORMATION

## Father Name:

**Shahin Shah Khan**

## Nationality: Pakistani

**Gender: Female**

**Religion:**

 **Islam**

**🕿 Tel:** **+92 (315) - 0907981**

**Marital Status: Single**

**Date of birth: 09-03-1996**

**Native language: Pashto, Urdu, English**

**Domicile:**

**KPK (Peshawar)**

**🖃 Address-35 Zaryab Colony Faqirabad No 2 Peshawar.**

**🖰 Email: shahrabia779@gmail.com.**

**Career Objective**

To achieve excellence through hard work and commitment to my duties. Looking for an organization that provides me with a professional environment where I can polish and prove my skills.

­­­­ **Qualification:**

|  |  |  |
| --- | --- | --- |
| **Discipline** | **Year** | **Board/University**  |
| **MA (Social Work)** | **2020** | **University Of Peshawar** |
| **B.A** | **2017** | **University Of Peshawar**  |
| **F.A**  | **2014** | **BISE Peshawar** |
| **SSC** | **2012** | **University Of Peshawar**  |

**Work Experience:**

* **Customer Care Representative in Marketing:**

**Arar Group of Companies**

**Responsibilities:**

**Preparing files, Data entry, and communication with clients.**

**Duration: 6 months 1st March 2023 to 31 August 2023.**

* **Work as a Desk monitor**

**Worked as a Desk monitor with the Labour department on Child labor survey.**

**(1st Jan to 31st Jan 2023)**

* **2 months experience with the UN**

**Work as a Data collector in field assessment Peshawar district.**

**(1st Nov to 31st Dec 2022).**

* **Coder officer**

**Worked as a coder officer with the labor department for 1-year Survey**

**(1st Oct 2021 to 31st Oct 2022).**

* **One year of Experience with Agha Khan University and Contech organization.**

**Worked as a data collector in different districts of Kp and Worked as a data collector in District Khyber KP.**

**1st July 2020 to 31st August 2021).**

* **Six months experience in a project with Bearuo of Statistics as a data entry operator.**

**(Oct 2019 to March 2020).**

* **FIELDWORK:**

**Blind Institution for Children.**

 **(From 21st December 2017th To 19th April, 2018).**

* **One Month INTERNSHIP at KPPRA:**

**Worked as an internee (From 4th April, 2019th To 4th May 2019).**

* **Six Months worked in the dynimax:**

**(May 2019 to 31st October 2019).**

* **Six months worked experience in the Dynamax office as an admin officer.**
* **Maintain office important files on a daily basis.**
* **Attended different official meetings.**
* **Deal with the customer and provide information.**

**One Year Work in CTC:**

**One year worked in CTC as an Enumerator and field monitoring.**

**(2016-2017)**

**Certifications:**

* **Integrated Community Development Initiative ICDI:**

**Participated as an Organizer in the “Culture Sports Gala on World Disability Day” on 3rd December 2019.**

**Research:**

* **M.A Final Year Research:**

**Final research on “Student Activism and its Impact On their Academic Progress”**

**(10th Oct 2019).**

**Computer Skills :**

* **Ms. Word**
* **Ms. Excel**
* **Ms. PowerPoint**
* **Typing**
* **Internet**

 **Hobbies:**

* **Reading Books and Newspapers.**
* **Participate in different seminars, Sessions, and Conferences.**
* **Internet.**
* **Social Media.**
* **Designing.**
* **Travelling.**
* **Stitching.**

 **Reference:**

**Provide on demand.**