

Personal Statement

To secure a challenging position in a progressive organization where can utilize my experience, skills and studies towards growth of the Organization

Career Objective

To become a valuable asset to an organization by aligning personal growth with organizational objectives and utilize my abilities to achieve desired goals.

Professional Experience

LHV May, 2016 – July, 2018

Al Khidmat Hospital

Khyber Pakhtunkhwa, (KPK) Peshawar

- LHV's work for maternal health at grass root level.
- Provide the medical treatment for common diseases.
- They also guide the females about prevention of common diseases.
- LHV's ensure that new born children are provided with immunization facility required.

O.T Staff Nurse Aug, 2016 – July, 2017

ABASEEN HOSPITAL

Khyber Pakhtunkhwa, (KPK) Pakistan.

- Operating Room Nurses ensure that the operating room is clean, sterilized, and ready to go at any time.
- They also take on tasks like alleviating patient concerns before surgery or gathering all supplies needed to complete an operation safely.

LHV July, 2017 – Dec, 2019

UNFPA

Khyber Pakhtunkhwa, (KPK) Pakistan.

- Works on Pregnancy, Childbirth, Postpartum and Newborn Care.
- Attending Psycho Social Support.
- Provide the medical treatment for common diseases.
- Clinical management of Sexual Violence Survivor.

Office Manager Jan.2020 –Feb, 2021

Tax & Finance Consultant

Khyber Pakhtunkhwa, (KPK) Pakistan.

- Organizing company events and conferences.
- Ordering stationery and IT equipment.
- Dealing with correspondence, complaints and queries.
- preparing letters, presentations and reports

Personal Information:

- **Date of Birth:** 05 Nov,1997
- **Domicile:** Mardan,KPK
- **Religion:** Islam
- **Marital Status:** Single
- **Nationality:** Pakistani

Passport Details

- **Passport No:** HY8679261
- **Date of Issue:** 29 June,2021
- **Date of Expiry:** 28 June,2026
- **Place of Issue:** Mardan, Pakistan.

Academic Credentials

- **Graduation (IR, Economics)**

Diplomas/Certificate

- **FSC Pre Medical**
- **Midwifery & LHV**
- **Matric Science**

Certification

- **Certificate from UNFPA**
- **First Aid & Clinical Management**
- **Psycho Social Support**

Computer Skill

- **Internet Utility**
- **Microsoft Office Proficient**
- **Scanning & editing Expert**

Hobbies

- **Reading Books**
- **Travelling**
- **Reciting holy Quran**

Languages

- **English, Urdu & Pashto**

Sales Executive**July, 2021 – till date**

Urban Developers & Marketing

Khyber Pakhtunkhwa, (KPK) Pakistan.

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.

Personality Traits &Skills

- Team Management, Motivational Skills, Interpersonal & Communication Skills.
- Analytical Skills, Ability to Work under Pressure, Decision Making & Problem Solving Skills.
- Ability to organize and prioritize several tasks at one time.

References

- References will be available upon request.