

Curriculum Vitae

Subject: **Cover Letter**

Dear Sir/Madam,

I Naira Noor a dedicated, responsible and passionate individual possessing the skills to fulfill the requirements of the job offered by your organization. I have strong communication skills that enable me to communicate well with others to achieve the desired results within the allocated time frame. I believe that I have proven my proficiency and capabilities by accomplishing challenging tasks assigned to me in a disciplined manner. I have acquired the status of a strong team player by contributing maximum efforts towards the achievement of team goals and objectives.

I have a strong academic background that provides me in depth knowledge to make effective decisions. I also have gained strong analytical skills that allow me to analyze and evaluate information quickly to comprehend and resolve problems. I have attended several training programs to enhance my documentation, reporting, research and technical skills.

I would be grateful if I had the opportunity to work with your organization to contribute towards the success and achievement of your objectives.

Sincerely,

Naira Noor

Killi Sarda Sariab, Nazeer Ahmed Store near L.R.B.T Eyes Hospital Sariab Road Quetta.

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Career Objective

Looking for an opportunity to utilize my strengths to build my career that would intrinsically help me in achieving greater practical excellence in technical domain, exceptional hardworking nature along with good communication skills to explore the requirements and come up with innovative solutions. I want to be among the competent members who can contribute to the vision, mission and core values of the organization and attain a challenging position that would enable me to acquire more knowledge, continuous growth and self-development in the Organization.

Personal Information

CNIC # 54401-1512192-8
Name Naira Noor
Father' Name Takari Noor Ahmed Shahwani
Qualification M Phil (Environmental sciences)
Clan Shahwani
Date of Birth 21 September
Nationality Pakistani
Religion Islam
Mother tongue Birahvi

Academic Qualification

S.#	Qualification	Passing Year	Institute	Marks/CGPA	Division
1	M Phil	2020	Sardar Bhadur Khan Women's University	(85%) 3.9 CGPA	1ST
2	B.ed	2017	University of Balochistan	77%	1st (Distinction)
3	M.Sc (chemistry)	2015	University of Baluchistan	74.5%	1ST
4	B.Sc (pure sciences)	2012	Govt. Girls degree college, QTA cant, Baluchistan	70%	1ST

5	F Sc (pre medical)	2010	Islamia girls college, qta	64%	1ST
5	Matriculation	2008	Islamia girls school qta	74%	1ST

GAT Subjective

- Graduated assessment Test (GAT-Subjective) environmental sciences cleared with 62%.

MPhil Thesis

- The effect of Abiotic factor on seasonal succession of fresh water Diatoms collected from a pond of SBK University Qta.

Research paper

- Publication of the research paper is in progress in a journal .I will be added soon here in .

Language course

- I have done English language course from HELI (Helpers English language Institution) and IDEAL academy.

Experience

- I am currently rendering my services as a research associate (RA) in (NRPU-1/9474) Project of HEC on groundwater modeling using GIS and Mod flow at BUITEMS (purely on 2 years contract).
- I served as a chemistry and English instructor of o'levels (Cambridge classes) in St. JOSEPH'S CONVENT SCHOOL QTA for 5 years i.e.25 August 2015-september2020.
- I have done big data analysis course from NAVTTAC under prime minister's kamiyab jawan program.
- Worked as a language instructor in HELI (Helper's English language Institution) for a year.
- Worked as an English language teacher in IDEAL academy village aid branch in 2014.
- I have worked as an internee in prime minister Internship program 2017-2018

Languages proficiency

English Fluent
Urdu Fluent

Birhavi Mother Tongue

Computer proficiency

I am fully acquainted with

- MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc)
- Email (mail merge, filters, folders, rules)
- Presentations/Slideshows (PowerPoint, Google Slides, OpenOffice Impress, Tableau)

Software skills

Command on

- SPSS (Statistical Package for the Social Sciences)
- GIS 10.7 (Geographic information system)
- Big data analytics
- Anaconda (python)
- SQL

Key Skills

- Strong **team player** who motivates others to do work and contribute to the accomplishment of the team objective.
- Solid **leadership skills** while leading many teams in assigned projects.
- Display immense **interpersonal skills** that were developed during the various group projects and discussions.
- Adaptable, quick learner, effective decision making, critical thinking, planning and organizing.
- **Great communication skills** that allowed me to present my thoughts effectively.
- Developed excellent **analytical skills** from studying different business case studies and chapter profiles that assist in how to develop remedial strategies for the businesses involved.
- Parades a deep desire for **continual learning and self-development**.

Activities & interests

- Reading Books
- Baking
- Art and craft
- Listening to Music
- Playing badminton ,volleyball ,Throw ball & watching Football matches

- Interacting with new people

Achievements

- Received certificates and awards in high school for being devoted and studious.
- Received various certificates at work place for being competent and devoted.
- Attended several seminars and trainings and awarded with certificates.

Conferences

- A conference on “structured joint session and sensitization meeting with line departments by Islamic Relief Pakistan in PCRWR Quetta on 5th August 2021.
- A 3 day session conducted on “Digital Entrepreneurship & Freelancing Training” by skill gain and VSO Pakistan (May 28-30) in Usmania restaurant Quetta.
- Provincial conference on climate risk and children’s future; perspective of children and youth by Research and development foundation (RDF) on 30th sept 2020, boys scout office Quetta, Balochistan.
- Maholiyati tabdilion ka insani zindagion per asrat aur ulmaye karam ka kirdar by Islamic relief on 13 February 2020 at Serena Qta.
- lesson planning ,teaching methodologies and strategies by catholic board of education (CBEQ) on Friday 21st February 2020 at St. Francie’s grammar school Qta.
- Job description by Sister Naseem Niamat (Principal SJC) at St. Joseph’s convent on Saturday 22nd Feb 2020.
- Role of minorities in eradication of corruption and dissemination of awareness message by NAB(Balochistan) in collaboration of catholic board of education on 17 Nov 2019 at St. Francie’s grammar school Qta.
- 1st invention to innovation summit; the innovation expo to buy and sell technology 4-5 May 2016- university of Balochistan.
- Sustainable trucking policy” by PAKISTAN SUSTAINABLE TRANSPORT (PAKSTRAN) on Wednesday June 01, 2016 at Serena hotel Quetta, Baluchistan.
- Provision of higher education opportunities of the students of Balochistan; foundation course 2011 for a month (1stJuly to 30thJuly 2011).

Reference

- I will be flourished as per requirement.