

# Saira Gazal

(Social, Media & Humanities Development)

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**Domicile** Sindh  
**Nationality** Pakistani  
**Gender** Female

## Career Objective:

An enthusiastic professional, seeking a long-term responsible position in a growth oriented organization providing challenging opportunities in the community based social works, where I can contribute in achieving organizational goals while enhancing professional skills.

## Career Summary:

An experienced community based worker served in various reputable organizations at different job roles. Capabilities include but not limited to:

- Achieve high levels of organizational satisfaction through excellence in interviewing, analysing, communicating and quality report writing.
- Measure, report and benchmark the effectiveness of community activities and training performance.
- Organize and maintain office documentation and field records.
- Ensure accuracy of training content and need based trainings.
- Communicate training expectations for trainees.
- Mentor and coach existing and new employees.
- Determine staffing levels and assign workload.
- Interface with communities to address all queries.
- Maintain file record, document necessary information and utilize reports to project status
- Identify areas of improvement, establish or adjust work procedures to improve productivity.

## Academic Qualification:

**Master's in Public Administration** (2007-2008), University of Sindh Jamshoro.

**Master's in Media and Communication Studies** (2016-2018) Riphah International University.

## Enabling Skills:

- Leadership
- Strategic Thinking
- Arbitration & Conflict Resolution
- Communication
- Technical Writing
- Information Technology
- Microsoft Office
- Problem Solving

## **Work Experience:**

### **Social Mobilizer**

**Jan 2012 - Nov 2015**

#### **Poverty Alleviation & Rural Reconstruction Society (PARRS) Hyderabad, Sindh.**

- Assist senior staff in create awareness of project aim and objectives in the communities.
- Motivate community people through trainings, orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Representing organization on different platforms.
- Motivating the community people and team members to develop project activities, planning and reporting.
- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Facilitate the Information, Education and Communication (IEC) material distribution among the communities
- Any other activity assigned by senior staff.

### **News & Research Intern (Online)**

**Jan 2016 - Dec 2017**

#### **A1 News Channel (A Sindhi News Group)**

- Expertise in News Reporting, Documentary Making, Script Writing and News Stories.

### **Research Scholar**

**Jan 2019 – Dec 2020**

#### **RIMS Islamabad (Ripha International University)**

- Riphah Institute of Media Sciences (RIMS) a constituent institute of Riphah International University (RIU), Islamabad is established with the aim to produce leaders in the field of media production, media education and research in the region.

## **TRAININGS, WORKSHOPS & SEMINARS:**

- Media training of citizen Journalism.
- Training at Media Organization Women Empowerment.
- Training of physical and digital security of a Journalist. .
- Training on Women Human Rights Defender at DCHD.
- Training on Participation of Media Ethics.
- Electronic Media Training Course on Local Governance: The Minorities Rights, Transparency & Accountability.
- Electronic Media Training Course on Media And Civil Society.
- Community Based Training of Trainers.
- Social Development in Rural Areas.
- Rural Women Empowerment.
- Women and Children Health in Crisis.