

SYEDA KAINAT BUKHARI



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ABOUT ME

Dynamic educator with diverse experience in lecture, training, teaching, collecting data, research, content creation, and administrative roles.

EDUCATION

- **MS ENGLISH**
COMSATS university Islamabad
- **BS ENGLISH**
University of Poonch Rawalakot,
Azad Kashmir
- **B.ED TEACHING EDUCATION**
AIOU Islamabad
- **DIPLOMA IN BUSINESS COMMUNICATION**
UNIathena Online
- **FSC- PRE MEDICAL**
Bise Mirpur AJK
- **MATRIC- SCIENCE**
Army Public School Hajira AJK

SKILL

- Team leadership
- Research Methodology
- Performance tracking
- Problem-solving
- Cultural awareness
- Communication skills

SOFTWARE KNOWLEDGE

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Drive)
- Canva
- Adobe Photoshop
- Google Forms ODK, KOBO
- Microsoft Teams
- Zoom
- QuickBooks
- Grammarly
- QuillBot

LANGUAGES

- Urdu
- English
- Punjabi
- Pashto
- Potohari

WORK EXPERIENCE

- **Data Collections/ Enumerator Islamabad**
Aug 2024– May 2025
 - At **NIETE Islamabad**: Conducted ASER test from over 500 students Islamabad and Rawalpindi Schools.
 - **DAI Fleming Fund**: Collected qualitative and quantitative data on AMR from Pregnant women, Islamabad.
 - **TEACH TOOL**: observed over 50 plus teachers of Isb and Rwp schools.
 - **Taleemabad** Islamabad: Conducted ASER and MELQO test from students in Isb and Rwp schools.
 - Collected students assesment data from 35 plus Islamabad and Rawalpindi Schools.
- **Accountant / Content Writer Islamabad**
Feb 2024– July 2024
 - Company Overview : www.mabtrueeng.com/
 - Managed accounts for a solar company nancial statements and reports.
 - Created engaging content for solar energy industry blogs and websites.
- **Coordinator– STARS Science College Hajira AJK**
June 2021– Nov 2023
- **Lecturer English– Govt Boys Degree College Hajira AJK**
April 2020– June 2021
- **English/ History/ Science Teacher– Army Public School Hajira AJK**
Oct 2019– Mar 2020

CERTIFICATES

- 1. TEACH TOOL certi ed observer, World Bank.
- 2. Teaching English & Language Systems, British Council.
- 3. Monitoring & Evaluation, Disasterready.org.
- 4. Certificate of Excellence in Enumerationby Taleemabad NGOs Islamabad.
- 5. Human Resource Management, Disasterready.org.
- 6. Project Management Essentials, Disasterready.org.
- 7. Marketing Essentials Certificate Program, Disasterready.org.
- 8. Certificate of Excellence in Data Collection by NIETE Islamabad.
- 9. Certificate of Excellence in Data Collection and Field Management Assistant by DAI Fleming Fund, Islamabad.
- 10. Training of Trainers, Disasterready.org.
- 11. Emergency Healthcare in Insecure Settings.
- 12. Rehabilitation Treatment Planning for Common Con ict and Emergency Related Injuries.
- 13. Family Planning Methods.
- 14. Teaching Methodologies, RD/ARD Army Public School Hajira.
- 15. Post Disaster Needs Assessment (PDNA), UNICEF.
- 16. Core Commitments for Children in Humanitarian Action, UNICEF.
- 17. Climate Change and Human Rights, Amnesty International.
- 18. Gender-Based Violence (GBV) Support, IOM, UNHCR, UNFPA, and UNICEF.
- 19. Basics of Digital Marketing, UniAthena (Athena Global Education), Cambridge Int.
- 20. Child Rights, Amnesty International.
- 21. Performing CPR on Adults, Disasterready.org.
- 22. Antenatal Care, Disasterready.org.