

Sidra Tahir

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Home: Dubai tower near Baniyas square stations, 00000 Dubai (United Arab Emirates)

ABOUT ME

I am a talented, ambitious and **hardworking** individual, with broad skills and **experience** in digital and offline client and customer dealings, and in leading projects. Furthermore, I am adept at **handling** multiple tasks on a daily basis **competently** and at working well under pressure. A key strength is communication; building strong relationships with people in order to **deliver** the best results.

WORK EXPERIENCE

Clinical Coordinator

Piedmont Behavioural Services [12/06/2021 – Current]

Address: 130 Preston Executive Dr. Suite 102 Cary, NC 27513, North Carolina (United States)

Website: <https://piedmontbs.com/piedmont-behavioural-services/>

Email address: info@piedmontbs.com

Name of unit or department: Coordination - **Business or sector:** Human health and social work activities

Key Responsibilities:

Most of tasks are very basic and based online including :

- Supervision of other staff.
- Answering patients basic questions.
- Appointment reservation
- Co payments Clearances from Patients
- Attend inbound calls and make outbound calls

HIV Testing Counselor (HTC)

Nai Zindagi Trust (HIV/AIDS) [05/2015 – 11/2019]

City: Toba Tek Singh

Country: Pakistan

Key Responsibilities:

- In consultation with the Project Site Manager, plan and establish HTC services for injecting drug users and their partners.
- Conduct pre and post test counseling with clients on regular basis.
- Facilitate family contacts after client consent where possible and appropriate (as per HTC) and family counseling SOPs).
- Conduct follow up sessions after client has reintegrated with family, and maintain follow up record (SOPs to be followed).
- Referral for HIV prevention services.
- Maintain all record/information related to clients, their test results in strict confidentiality.
- Attend day plan meetings with staff members and highlight issues of clients raised in their morning meeting
- Participate and discuss issues pertaining to HTC, prevention ,care & support services
- Maintain a daily diary and submit report of daily activities to site manager by the end of the day.
- HTC counselor will establish referral linkages with CHBC site
- Maintain HTC files, monitoring and figure charts (as per SOPs).
- Maintain a list of referral linkages.

Office Secretary, Translator cum Data Entry Operator

China International Water & Electric Corp. [03/2014 – 12/2014]

City: Gojra

Country: Pakistan

Key Responsibilities:

- Maintaining Dairies and arranging appointments.
- Organizing & servicing meetings.
- Managing Database.
- Answering calls and handling correspondence.

Retail outlet Manager

Bareeze Outlet (Rafiq Center) Jaranwala Road [01/2012 – 01/2012]

City: Faisalabad

Country: Pakistan

Key Responsibilities:

- Dealing with customer queries and complaints.
- Meeting sales targets including motivating staff to do so.
- Preparing promotional materials and displays.
- Overseeing Pricing and stock control, and managing Budgets.
- Share daily sales progress reports with Head Office.

Intern under NIP Project.

Deputy District Education Office (Women) [07/2010 – 07/2011]

City: Gojra

Country: Pakistan

Key Responsibilities:

- Updating paperwork, Maintaining Documents and word processing.
- Managing Filing System, Creating and entering information in Database and compiling data.
- Helping organize and maintain office common areas.

EDUCATION AND TRAINING

M.Sc (Psychology)

Punjab University Lahore [2005 – 2007]

City: Gojra

Country: Pakistan

Bachelor in Education

A.I.O.U Islamabad [2010 – 2012]

Country: Pakistan

Website: <https://aiou.edu.pk/>

B.Sc (Economics, Stats)

Punjab University Lahore [2003 – 2005]

Country: Pakistan

F.Sc (Pre-Medical)

Govt Degree College for Women [2001 – 2003]

City: Gojra

Country: Pakistan

Matriculation

Govt Girls High school [1998 – 2001]

City: Gojra

Country: Pakistan

Diploma in Safety Officer

Govt College of Technology [01/02/2021 – 30/04/2021]

Address: Samanabad, Faisalabad (Pakistan)

Diploma in Microsoft Office

The Learners College of Computer Science [05/07/2008 – 05/10/2008]

City: Gojra

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): **Urdu** | **Panjabi; Punjabi**

Other language(s):

English

LISTENING C2 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Hindi

LISTENING C2 READING A1 WRITING A1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / google / youtube / instagram / gmail / whatsapp / social media / facebook / microsoft powerpoint / zoom / microsoft office / google drive / Chat Engines (Smack, Slack, VSEE etc.) / Mail Services [Gsuite, Zoho, Zimbra] / Drchrono

CONFERENCES AND SEMINARS

Training on HTC/FORW on HIV Testing & Counseling Guidelines

[Nai Zindagi Principal Recipient to the Global Fund Islamabad Pakistan, 16/10/2018 – 17/10/2018]

Training on HIV Testing & Counseling (HTC) Guidelines

[Nai Zindagi Principal Recipient to the Global Fund (HIV) Islamabad Pakistan, 13/12/2016 – 15/12/2016]

HOBBIES AND INTERESTS

Reading, Writing & Surfing for exploring world

Craze to learn advance technologies and apps. And Software related to administration field