**HASEENA**

Email : hacna.001@gmail.com

Mobile : 03142032767

Professional Focus

To work with a dynamic and progressive organization providing opportunities of growth & learning, where I could utilize and enrich my existing skills while pursuing personal, professional and organizational goals.

Academic Background

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| --- | --- | --- | --- |
| **Qualification** | **Institute** |  | **Year** |
| MA Speech Pathology and Audiology | Karachi University | 2021 |  |
| MA Special Education | Karachi University | 2016 |  |
| BA Special Education | Karachi University | 2015 |  |
| HSSC | Shaheed e Millat Govt. College | 2009 |  |
| SSC | Everest Junior high school | 2007 |  |

Professional Experience

**June 2023 – Present**

*Working as a Speech Therapist at SAIL, Gilgit*

Key responsibilities

* Instructed small groups and one-to-one sessions, adapting teachings to suit student needs.
* Monitored student progress according to goals.
* Evaluated students with informal and standardized assessment protocols.

**August 2022 – December 2022**

*Visiting faculty at Karakorum International University, Gilgit*

* Engaged, motivated, and inspired students to develop a thirst for knowledge.
* Lectured classes using exceptional communication techniques to enhance engagement.
* Designed exams, assessments, and course content, including lecture material and writing assignments.
* Monitored students' progress against educational targets, implementing positive interventions.

**August 2021 – December 2023**

*Cofounder of Rising hope Rehabilitation center, Gilgit*

Key responsibilities

* Providing short-term and long-term goals for the Centre
* Monitor the progress according to the business plan
* Serve as official representative of organization to public groups or government agencies.
* Utilize technology solutions, increasing operational efficiency.

**Jan 2017 – June 2021**

*Worked as assistant Special Educator and Speech therapist at Pakistan Centre for Autism.*

Key responsibilities

* Conducted informal evaluations and provided comprehensive findings
* Developed client-focused treatment plans tailored to individual needs
* Engaged in training to enhance professional skills
* Directed clients to appropriate experts as needed.
* Monitored client progress and conducted meetings with parents

**October 2016 – Jan 2017**

*Served as Special educator in DEWA Academy for 4 months*.

Key responsibilities

* Evaluated clients to find an appropriate treatment plan
* Monitored the progress of client and adjust the level of intervention according to their needs
* Checking adjustment and function of hearing aid.

**September 2016 – October 2016**

*Internship at DEWA School and college Karachi in 2016*.

Key responsibilities

* Developing lesson plans according to the needs of hearing impaired students.
* Select a topic and deliver appropriate information to the children.
* Teach sign language.

Certificates / awards

2007 Certificate for participating in world thinking day.

1. Sign language course (3 months).

1. Certificate for participating in world Autism day seminar.

1. Certificate for participating in 2nd international cerebral palsy conference.

2016 Certificate for participating in Down syndrome day seminar.

2007 Workshop on Health lifestyle and career counseling

2013 3 months English language course.

2015 Certificate for participating in world Autism day seminar.

1. Workshop on communication and presentation skills.

1. Certificate for participating as volunteer at special art and drawing competition.

Skills And Abilities

* + **Professional Skills**

* + Working knowledge of Pakistan Sign language
  + Working knowledge of Grade 1 Braille
  + **Computer Skills**

Working knowledge of Microsoft Office applications mainly;

* + MS WORD,
  + MS EXCEL,
  + MS POWERPOINT,
  + **Other Skills**
    - Efficient in organizing and administering tasks and duties.
    - Energetic and creative and can think with originality.
    - Capable of handling task independently.
    - Goal oriented and flexible.
    - Hardworking & responsible.
    - Effective communicator.
    - Demonstrated leadership and supervision qualities.

Activities and Interest

* + Social Working
  + Internet Surfing
  + Reading (both Urdu & English literature)
  + Keen to learn new growth

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| Personal Data |  |  |
| Father Name | : | Fidai Khan |
|  |  |  |
| Date of Birth | : | 07 June, 1991 |
| Marital Status | : | Married |
| Gender | : | Female |
| Nationality | : | Pakistani |
| Language | : | English,Urdu, Shina, Burushiaski |