

## **Ghazala Naeem**

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### **CAREER SUMMARY**

#### **Jan 2012 to date**

##### ***DRR Consultant/ Architect***

- Working on various assignments with national and international organizations/institutions on DRR & climate change adaptation strategies, documentation of indigenous knowledge on DRR in coastal communities, organizing workshops on sustainable reconstruction/ rehabilitation in post disaster communities of South Asia (planned), etc.

#### **2008- Dec 2011**

##### ***One UN DRM Programme, UNDP, Islamabad, Pakistan Project Coordinator- Tsunami & Coastal Hazard Mitigation***

- Worked on a joint project of UNDP and NDMA, for Tsunami and Coastal Hazard mitigation activities in coastal areas of Pakistan.
- Currently involved in implementation, monitoring and evaluation of community level risk reduction activities, developing the most essential resources, conducting trainings and introducing other remedial measures for coastal hazard mitigation measures structural as well as non-structural (identifying and developing evacuation sites, strengthening early warning system at local and national level, conservation of bio shields, etc) in the project area.
- Developing training and outreach material focusing various target groups like teachers, school children, community volunteers, Govt. Officials and university students.
- Identifying and developing project proposal, preparation of workplan and budget.
- Also responsible for overall communication and coordination with other UN agencies, international and national implementation partners involved in the projects.
- Involved in relief activities and damage assessment during 2010 and 2011 floods.

#### **2006- 2007**

##### ***Architect, Earthquake Reconstruction and Rehabilitation Authority***

- Joined (on attachment from General Headquarters) to work in affected areas of devastating earthquake of 8th Oct 2005 and
- Contributed in finalization of various policies/ guidelines of ERRA regarding earthquake resistant design/ construction technology and materials to be followed and implemented in EQ affected areas.
- Participated in conferences/ seminars/ workshops relevant to earthquake resistant design and technologies.
- Retaining senior responsibility for the construction supervision and technical requirement in preparation of Earthquake resistant design of following projects:  
*Government Girls High School Chakothi, Government Boys High School Chakothi, Government Primary School Nagni, Government Middle School Khaigran, Government Boys High School Bandi Saeedan, Government Girls High School Chinari, Rural Health Centre Chakothi in Muzaffarabad Azad Kashmir area.*
- Employing high level leadership skills in the management of crew activities and the delivery of training on all relevant design standards.

**2002-2006**

***Senior Architect- E-in-C's Branch, GHQ, Rawalpindi***

- As Senior Architect responsible for preparation of architectural, landscape and interior design details including various prestigious and classified projects of messes, offices, residential, technical and hospital buildings.
- Preparation of drawings using AutoCAD. .
- Involved in supervision of sites during construction phase.

**2000-2002**

***Project Architect, Design Zone Consultants, Lahore***

- Design and detailed drawings of Bus Terminal, Sargodha.
- Al-Watan HIGH School, Lahore.
- Office Interior of Humayun Chemicals, Lahore.
- Landscaping, interior designing and detailed layouts of many residential projects.

**1999-2000**

***Project Architect, KFC Restaurants, Lahore***

- Joined to assist Project Manager, to work on various architectural and interior design layouts of KFC restaurants at Korangi Karachi, Defence Phase II Karachi, Hyderabad, Faisalabad & Lahore
- As a Project Architect responsible for preparation of architectural and interior design details.
- Preparation of drawings using AutoCAD.
- Coordination in preparation and finalization of BOQs, tender documents, agreements and all related correspondence.
- Involved in supervision of KFC sites during construction phase.

**1998-1999**

***Architect, Bahadur Consultants, Lahore***

- Designed and supervised various architectural, landscaping and interior design projects.
- Supervision of quantity surveying and drawing sections.
- Presentation and negotiations with all industrial, corporate and government level clients in closing all deals and projects..
- Strategic planning to market the consultancy business of construction, architecture, landscaping and interior designing.

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**EDUCATION**

**MS Degree:**

**Master in Disaster Management (Sep 2008)**

Graduate Institute of Policy Studies, Tokyo, Japan

**Diploma:**

**Earthquake Engineering**

Building Research Institute, Tsukuba, Japan

**B. Arch:**

**Bachelor of Architecture (1997)**

University of Engineering & Technology, Lahore

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**PROFESSIONAL AFFILIATIONS**

- Pakistan Council of Architects and Town Planners (PCATP)
- Institute of Architects of Pakistan (IAP)

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**PERSONAL DETAILS**

**Languages**

Urdu, English, Punjabi

**Date of Birth**

Nov 27, 1971

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