

# Alishbah Naz

☎ 0092 315 1019660

✉ alishnaz56@gmail.com

📍 Gulshan e Iqbal Block 3, Karachi

## EDUCATION

**BCS | Year 2023 (Enrolled)**  
**Bachelors of Computer Science**

Federal Urdu University.

**Artificial Intelligence Course | Year 2023**

Sir Syed University of Engineering, Karachi.

**Intermediate | Year 2022**

Board of Intermediate Education Karachi.

**Matriculation | Year 2020**

Board of Secondary Education

## COMPUTER SKILLS

- MS Office Complete
- (Excel, Word, PowerPoint, Publisher, Outlook)
- Net surfing,
- E-Mailing, Browsing
- Social media

## PROFESSIONAL SKILLS

- Communication
- Problem Solving
- Leadership
- Time Management
- Decision Making
- Creativity
- Analytical
- Research
- Lesson plan
- Observation
- Patience & Empathy
- Children Philosophy

## CAREER OBJECTIVE

Seeking a challenging position in a healthy and dynamic environment; whilst offering a professional manner and positive attitude.

## EXPERIENCE

**Montessori Teacher**

**Dewa Academy** | Gulshan, Karachi

**Nov 2023 – Aug 2024**

**Montessori Teacher**

**City School of Excellence** | Gulshan, Karachi

**Jan 2023 – Oct 2023**

**Primary Teacher**

**Home Tutions** | Gulshan, Karachi

**Feb 2021 – up to date**

## RESPONSIBILITIES AS A TEACHER

- Builds and maintains positive relationships with parents, children, and the school community to provide general assistance.
- Assists with the management of classroom resources to ensure consistency.
- Manages individual classroom activities, such as planning, developing schedules, and modeling behavior.
- Guides, monitors, and directs children in adherence to classroom rules and procedures.
- Assesses individual children's needs for a better teaching and learning experience.
- Develops individualized lesson plans for every child.
- Consults with parents on their child's progress.
- Organizes and maintains safe and clean classrooms.
- Develop interest and skill in each student through child-directed learning.

## PERSONAL INFORMATION

- **Father's Name:** Shehzad
- **Religion:** Islam
- **Marital Status:** Unmarried

## LANGUAGES

Urdu & English

## REFERENCES

References available upon request.