

Insia Murtaza

Flat # 7, 3rd Floor, Jamali Trust Building # 6 Plot A-94 Sector 11-B, U.P. More North
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Objective:

“To become a member of a dynamic institution, where I can apply my knowledge and experience to achieve desired results & looking for better position with challenging job under the flag of reputed institution where I can prove myself & have better capacity to utilize my potential”

Qualification:

- ❖ Currently enrolled in Governor IT Initiative program.
- ❖ Bachelor in Science from University of Karachi in 2003 (Position ‘A’ Grade)
- ❖ Higher Secondary Certificate from Board of Intermediate Education in 2000 (Position ‘A’ Grade)
- ❖ ‘O’ levels from University of Cambridge in 1998

Career History:

July 2012 to May 2014

Teaching (Math, English & Science) Saifiyah Girls School ☐ Planning and preparing courses and lessons.

☐ Teaching, according to their educational needs, the students assigned to her.

☐ Assessing, recording and reporting on the development, progress and attainment of students.

☐ Promoting the general progress and well-being of individual student and class of students assigned.

☐ Communicating and consulting with the parents of students.

☐ Participating in meetings arranged for any of the purposes described above.

2. Jun 2011 to May 2012

Teaching (All Subjects) Home Tuition Services (‘O’ Levels Students)

❖ To plan and deliver an appropriate curriculum based on individual needs, having due regard to pupil entitlement

- ❖ To work with pupils individually as directed by the Home Tuition Service.
- ❖ To contribute to the development of positive relationships with families to maintain
- ❖ Records on the progress of individual pupils.
- ❖ To take an active role in pupil re-integration program.
- ❖ To undertake other duties as deemed appropriate.

3. Aug 2007 to Sep 2008

Teaching (English, Math, Science) Alfalah Education Center

Major responsibilities were: ❖ Planning and preparing courses and lessons

❖ Teaching, according to their educational needs, the pupils assigned to me, including the setting and marking of work to be carried out by the pupils in school and elsewhere.

❖ Assessing, recording and reporting on the development, progress and attainment of pupils.

❖ Assisting in assessing changing curricular needs and offers plans for improvement. ❖ Performing other duties and responsibilities as assigned by the head.

4. Jun 2004 to Jun 2006

Call Center agent Standard Chartered Bank

Major responsibilities were:

- ❖ Prepare pay order demand draft
- ❖ Handling credit card customers
- ❖ Maintain customers accounts
- ❖ New products marketing
- ❖ Responsible day to day tactical issue Achievements

Achievements and Skills:

- ❖ Stood 1st in final year of inter school final examinations.
- ❖ Stood 1st in DIT final term in NCR.
- ❖ Secured Top Position in B.Sc final year in college Computer & Other Skills.
- ❖ Good Command on Written & Spoken (English & Urdu)

- ❖ Strong interpersonal and communication skills
- ❖ Diploma in Information Technology from NCR
- ❖ Oracle, C++, Visual Basic, Typescript, Python, HTML, CSS, tailwind CSS, Next js.
- ❖ MS Office; Windows, Excel, Word, Power Point, XP, Internet and email operation
- ❖ Strong analytical and problem solving skills

Personal Data:

Husband's Name: Murtaza Saifuddin

Date of Birth: 07-12-1981

Religion: Islam

Marital Status: Married

Nationality: Pakistani

ID card # 42301-0974743-6