



# Hafeeza Faiz Muhammada Faiz

**Date of birth:** 20/07/2000

**Nationality:** Pakistani

**Gender:** Female

## CONTACT

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🌐 <http://Www.ggcp.edu.pk>

📘 <http://Www.ggcp.edu.pk>

💬 Whatsapp (Whatsapp)

## ABOUT ME

I am a hardworking, motivated, dependable, and responsible individual, adept at working independently and collaboratively, able to meet deadlines under pressure. As a botanist, I conducted fieldwork, collected and analyzed plant samples, and documented observations to study their interactions, attributes, and processes.

## EDUCATION AND TRAINING

● **28/07/2018 – 28/07/2022** Sia, Pakistan

● **BS-BOTANY** GC. Women university of sialkot

Website <https://www.gcwus.edu.pk/>

## WORK EXPERIENCE

● **30/07/2022 – 31/12/2022** Pasrur, Pakistan

● **Visiting teacher** Govt. Graduate college Pasrur District Sialkot

● **10/01/2023 – CURRENT** Pasrur, Pakistan

● **Biology teacher** Decent school pasrur, District Sialkot

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Urdu

**Other language(s):**

English

Listening C1

Reading C1

Writing C1

Spoken production C1

Spoken interaction B2

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

## DIGITAL SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | Microsoft Office (Outlook, Excel, Word, PowerPoint) | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Organizational and planning skills | Social Media | Good listener and communicator | Social Media including Facebook, WhatsApp and Twitter | Team-work oriented | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Research and analytical skills | Browsing the Internet (experienced) | Good Communication and Writing Skills

## ADDITIONAL INFORMATION

### Communication and interpersonal skills

● **Communication skills** Written and oral communication

Presentation

Feedback

Nonverbal communication

Active listening

Confidence

Quick in problem solving

Strong decision making

More productivity

### Hobbies and interests

● **Hobbies and interests** Singing



europass

Writing short stories as well as poetry  
Travelling historical places  
Reading  
Planting  
Photography