

# SARWAT MAJEED

## CONTACT

📍 Karachi

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## OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## SKILLS

- KEY SKILLS:
- Excellent leadership skills
- Smartworker
- Proficiency in Computer skills.
- Excellent supervisory and administrative skills.
- Managerial quality
- Team player
- Ability to work with challenging situations
- Computer Skills:
  1. Managing Operating System
  2. M.S Office (Word, Excel, Power point)
  3. M.S Office 365
  4. Data Operating reports and analysis
  5. Networking/Internet
  6. Software Installations
  7. Google Classroom
  8. Zoom
  9. Outlook
  10. Team
  11. Typescript
  12. Programming language
  13. CSS
  14. HTML
  15. Next.js

## EXPERIENCE

- 📍 **British Council** 2024 - ongoing  
Venue Staff (Invigilator of CAIE Examination)
- 📍 **The Anchorage School (Cambridge-O Levels)** 2022 - on going  
Subject Coordinator and Teacher (Mathematics Grade VI – IX Olevels)
- 📍 **Falconhouse Grammar School (Cambridge-O Levels)** 2021 - 2022  
Teacher and Subject Co-Ordinator of Mathematics (Cambridge and Matric system, Senior Sections)
- 📍 **Keystone Academy (Cambridge- O Levels):** 2017 - 2020  
Teacher (Mathematics VI-IX O levels)
- 📍 **Academy of Islamic & Modern Studies (AIMS)** 2014 - 2017  
Academic Planner & Coordinator (Grade III- X)
- 📍 **Milestone School** 2006 - 2014  
Academic Coordinator (Grade I - X) & In charge
- 📍 **Young Scholars Academy School** 2003 - 2006  
Teacher (Mathematics III-V)

## EDUCATION

- 📍 **Presidential Initiative Artificial Intelligence certified program** Ongoing  
PIAIC
- 📍 **Governor House** Ongoing  
Generative Artificial Intelligence Cloud Web 3.0 Fronted Development Stack and Metaverse.
- 📍 **Government College of Education** 2016  
M.Ed.  
(In Educational Administration and Management)  
(1st position in evening)  
A-1 Grade
- 📍 **Government College of Education** 2014  
B.Ed.  
(English & Chemistry)  
A Grade
- 📍 **University of Karachi** 2005  
MA (In Islamic Studies)  
1st Division
- 📍 **Ra'ana Liaquat Ali Khan Government College of Home Economics** 2000  
B.SC  
1st Division
- 📍 **Ra'ana Liaquat Ali Khan Government College of Home Economics** 1998  
Intermediate  
1st Division
- 📍 **(In General Group) Ali Ali Boys/Girls** 1996  
Matriculation  
A Grade