

HAFIZ DANISH



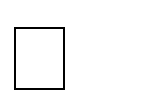
House No. E-336/6H-III Street No.3, Peer Colony Walton Road, Lahore Cantt

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## Respected Sir,

I am young dynamic person with great desires to reach at the highest level in the Field of professional life. I have a good experience in Teaching, Computer Operator & Office management. I want to bring my knowledge & skills to work in your Organization. The accompany cv can give you an idea of my positional for making a worth wile contribution to your company. I believe it may be mutually beneficial for us to meet.



**Teacher Jobs**

We are on the hunt for a self-motivated and experienced Teacher to join our qualified team of educators. As a Teacher, you will be responsible for cultivating the students’ interest in education and development. Your responsibilities will include grading assignments, evaluating students’ progress, and planning educational activities.

You should be a competent professional with in-depth knowledge of teaching best practices and legal educational processes. In addition to having excellent written and verbal communication skills, our ideal candidate will also demonstrate outstanding presentation and interpersonal abilities.

Develop and issue educational content including notes, tests, and assignments. Supervise classes to ensure all students are learning in a safe and productive environment.

Organize supplies and resources for lectures and presentations. Deliver personalized instruction to each student by encouraging interactive learning. Plan and implement educational activities and events. Ensure your classroom is clean and orderly.

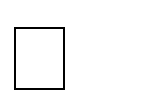
Prepare and distribute periodic progress reports and semester report cards. Attend parent-teacher meetings. Evaluate and document students’ progress. Allocate and grade homework, assignments, and tests.

# OBJECTIVE

Looking Forward to obtain a challenging position where I demonstrate my knowledge, skills and potential and be an effective member in progressive environment that offer opportunities challenges for me to achieve personal and professional goals.

# EDUCATION

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Board/University** | **Year** |
| **Hafiz-e- Quran** | Minhaj Ul Quran Institute Lahore | 2012 |
| **Matric** | Minhaj Model High School Lahore | 2014 |
| **I.Com** | Govt. Khawaja Rafique Shaeed College Lahore | 2016 |
| **B.B.A. (Hons)** | Virtual University of Pakistan | Last Year |

 **EXPERIENCE**

**-** 3 Years Teaching Field experience in Private School & Academies.

* 2 Years Teaching experience in Govt College University (Fsd)
* 2 Years Teaching experience Image Academy & Liaison Academy
* 1.5 Years experience as a Accountant Happy Noon Dairy Farm.
* Operational Manager Nayab Square **(Continue)**
* **Specialization:**

**-** Accounting, Commerce, Banking & Math, States

# Personal Attributes

Good interpersonal skills with fluency in spoken & written English. High trust worthy and committed to job assigned.

Dedicated, achieving a reputation for consistently going beyond what is required. Detail oriented and resourceful in the completion of projects.

With an ability to multi-task and meet strict deadlines.

Adopt a creative approach towards problem solving using best of analytical skills.

# ACTIVITIES

* Good Speaker
* Good Recite of Quraan
* Captain of University Cricket Team

# COMPUTER SKILLS

* Computer Basic IT Diploma from Defence Vocational Center
* Microsoft Office (Word, Excel, Power Point)
* Internet & E-mail

# OTHER SKILLS

* Computer Basic
* Typing
* Good Communication
* Confidence
* Teamwork

# Personal Profile

|  |
| --- |
| Father’s Name |
| Date of Birth |
| CNIC No. |
| Religion |
| Domicile |
| Marital Status |
| Nationality |

|  |
| --- |
| Tariq Bhatti |
| 26th Sep, 1996 |
| 35201-8712931-1 |
| Islam |
| Lahore (Punjab) |
| Single |
| Pakistani |

# HOBBIES

* Playing Cricket
* Watching Movies

# LANGUAGES

* English
* Urdu
* Punjabi

# REFERENCE

– Reference will be furnished on demand.