


FATIMA SHAMIM

Geologist / Teacher / Web Developer

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Summary

Ensuring compliance relating to surface and mineral material management, mining law administration, oil and gas, and non-energy leasable mineral management, and also Determining procedures for safe abandonment of mine shafts, portals, and other features caused by mining and exploration operations. I bring a solid foundation in earth sciences, with expertise in geological surveying and analysis. My passion for understanding the Earth's processes is complemented by my proficiency in tuition administration, where I have successfully organized and managed educational programs. Additionally, my skills extend to web development, where I have hands-on experience in creating and maintaining responsive and user-friendly websites. I am eager to leverage my diverse skill set to contribute effectively in roles that require a unique blend of geological knowledge, administrative expertise, and technical knowledge in web development.

Work Experience

INTERNEE

Geoservices Consultancy Limited (Karachi, Pakistan)

June 2006 - December 2006

Geo-technical Investigation for Deep and Shallow foundations was carried out under the supervision of professionals and all the practical's related to pre-required survey to laboratory test were performed. The practical includes borehole logging, Standard Penetration Test, sieve analysis, UCS, DS and other related test. Separate reports for every projects were made having detailed explanation, calculations, recommendations and precautions for the respective person.

Field Project / Experience:

- Three days Geological field visit of Gadani Hill, Balochistan, Pakistan.
- One-day Geological field visit of Hub Dam.
- Ten days Geological field work and mapping in Manghopir Anticline area.
- Two days Geological field visit of Murli Hill.

Teaching Experience

ADMINISTRATOR

Apt Tuition Academy (Karachi, Pakistan)

September 2015 – till date

- Collected, validated and distributed information to employee.
- Screened and transferred calls, took down messages and transmitted information documents to internal personal.
- Computerized office activities, maintained customer communications and tracked records through delivery.
- Informing the Faculty Members on different matters / coordinating with the Competent Authority.
- Entered and maintained departmental records of Faculty Members and students database.
- Handling various issues of students and Faculty Members.
- Imprest accounts work, maintaining petty cash of purchase items etc.

- Dispatch mail inward and outward and filing work related to HoD.
- To Assist HoD in general correspondence and matters and any other work assigned by the HoD & Faculty Members.

TEACHER

Al-Manar Model School – Evening Programme (Karachi, Pakistan)

January 2008 – January 2010

I was Taught Maths for Secondary Class and I achieved Best Yearly Teacher Award from 2008, 2009 and 2010 also.

- Communicated frequently with parent's students and faculty to provide feedback and discuss instructional strategies.
- Incorporated exciting and engaging activities to achieve student participation and hands on learning.

TEACHER

Model Public School & College – Girls Campus (Karachi, Pakistan)

September 2006 – December 2007

TEACHER

Saint Nava Secondary School (KARACHI, PAKISTAN)

April 1999 – April 2005

VICE PRINCIPAL

Iqra Quran Academy

April 1998 – April 1999

TEACHER

Iqra Madinat-ul- Atfal

October 1996 – December 1997

Qualification

MSc in Geology

Federal Urdu University of Arts, Sciences & Technology

2005 - 2006

1st Division (2nd Position)

BSc in Geology

University of Karachi

2003 - 2004

2nd Division

Computer Literacy

- Microsoft Office 2007-2016 (Excel, Word and PowerPoint)
- HTML
- CSS
- JavaScript

Expertise & Skills:

- | | | |
|-------------------------------|---|-----------|
| • Office Administration | - | Excellent |
| • Documentation and Reporting | - | Excellent |
| • Operations Oversight | - | Excellent |
| • Financial Leadership | - | Very Good |

Areas of Strength

- Strong communication skills
- Time management skills
- Driven to learn / apply new ideas
- Dedicated and self-motivated
- Proven leadership capabilities

Personal Detail

Marital Status	:	Married
Religion	:	Islam
Nationality	:	Pakistani
Language Known	:	English & Urdu

Reference

Available upon request