SOFIA FAYAZ

IT Professional
Counselling & Mentoring
Content developer

Civil services exam experience

- Appeared in CCE (Mains) 2017 and 2018.
- Appeared twice in State Services (Interview) by J&KPSC.

Srinagar, Jammu & Kashmir
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Education

Islamic University of Science and Technology 2012-2016

Bachelor's in Computer Science & Engineering

IGNOU 2020-2023

Master's in Public Administration

Skills

- Technical skills
- Analytical skills
- Communication skills
- Attention to detail
- Time management
- Adaptability
- Communication skills
- Interpersonal skills
- Cultural competence
- Ethics

About Me

Experienced IT and Counselling professional with 5+ years of expertise in programming, database management, and software development.
Skilled in providing counselling and guidance to students and aspirants to overcome challenges and achieve goals. Strong communication and collaboration skills. Specialized in Educational/Academic Counselling with special focus on civil services examination.

Vision as a Teacher & Content Developer

I am reliable conscientious and dedicated. I am open minded and tolerant of all customs, values and traditions. I am patient and polite and do not mind working through things in a caring encouraging way with students. I strive to be prompt and efficient in my teaching methods. I also like to remain approachable and pay attention to every detail in my academic environment.

SUBJECTS OF EXPERTISE:

- Society, Governance and Social Justice
- Ecology & Environment
- Anthropology

Experience:

Faculty and Student Counsellor/Mentor, Quintessence Classes, a Civil Services Institute, Srinagar, J&K Oct 2019 - Dec 2022

Main Responsibilities:

- Performance evaluations and content creation.
- Developing academic plans for aspirants on case-to-case basis.
- Provide academic advising and mentoring to students, including career guidance and support.
- Participate in the development and revision of the counseling curriculum, including course content, assignments, and evaluation methods.
- Provide counselling services to students, including individual and group counselling, crisis intervention, and referrals to other resources as needed.
- Maintain accurate and confidential records of student counselling sessions, academic progress, and other relevant information.
- Assess students' needs, develop academic plans, and monitor progress over time.

Languages

- English (Fluent Advanced level)
- Hindi (Basic Spoken Only)
- Urdu (Fluent)