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| sadia waleed | | | | | | | | | | | | | | | | | | |
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|  | P |  | **0316-7022688** |  | E |  | **sadiawaleed91@gmail.com** |  | A |  | **R-5 Block A bagh-e-mal** | | |  |  |  |  |
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| career Objective: | | | | | | | | | | | |  |  | | | | | |
| Education | | | | | |
| **To bridge my experience in education with modern IT skills, and to grow as a data analyst, IT trainer, or digital transformation specialist, supporting organizations in achieving accuracy, efficiency, and innovation.** | | | | | | | | | | | |  | **Matriculation:** **Nasra school Malir campus**  **Intermediate :**  **Allama Iqbal College**  **Bachelors In Commerce :**  **Karachi University** KEY SKILLS  * **Lesson Planning** * **Creativity** * **Management Skills** * **Organization** * **Problem solving** * **Teamwork** * **Responsible** * **Accuracy And Attention To Detail** * **Effective Classroom Management** * **Time management** * **Scheduling**  certificates:  * **Certificate of appreciation** * **Pedagogical Approaches to Teaching with Technology** * **Communication skills** * **Digital Resource Management** * **Master Trainer of Teaching** | | | | | |
| Experience: | | | | | | | | | | | |
| **Danish-Gah School** **3 years teaching in mathematics**  **Education Trust Nasra School**   * **8 years teaching in mathematics**   **Home Tuition Experience**   * **5 years** | | | | | | | | | | | |
| technicalskills: | | | | | | | | | | | |
| * **MS Office (Word, Excel, PowerPoint)** * **Excel: Data Validation, Pivot Tables, Column Formatting,v lookup,graphs** * **Digital Resource Management** * **Basic Windows Operations** * **Lesson Planning with Technology** | | | | | | | | | | | |
| projects and assignments: | | | | | | | | | | | |
| ** Designed Excel sheets with Data Validation rules for error-free entries.**  ** Built and analyzed datasets using Pivot Tables.**  ** Created and formatted custom columns to organize and interpret data.**  ** Applied digital resource management skills for classroom and IT projects.** | | | | | | | | | | | |
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