

RIAZ QURESHI	Contact No: 0333-9010976	Religion: Islam
Nowshera Pakistan	Whatsapp No: 0092-3334978108	Nationality: Pakistani
Available for Immediate Joining	Email: PENNOWSHERA@GMAIL.COM	Marital Status: Single

Career Objective	Educational Qualification
<p>Seeking a dynamic & growth oriented organization committed to continuous innovation and encouraging me to utilize my 10 years teaching, training and administrative experience in education. Desire to Join & Deliver in an organization offering O-Level, A-Level and IGCSE Geography (0460) (9-1) (0976), IGCSE Pakistan studies (0448) and IGCSE Chemistry (0620),(9-1)(0971).</p>	<p>P.hD Scholar in Geography (In Progress) Urban Geography Department of Geography University of Peshawar Pakistan.</p> <p>M.Sc in Geography (16-Years Education 2009-2011) Population Geog, Urban & Regional Planning, Climatology, Geomorphology, Cartography (Map Making), Settlement Geography, Political Geography, Economic Geography, HDG, Geography of Pakistan. Result: 804/1200 (First Division) Research Project: Spatial Study of Urban Services in Nowshera City Department of Geography University of Peshawar Pakistan.</p> <p>Bachelor in Science (Biological Sciences) 14-Years Edu. Academic Session: 2007-2009 Major: Chemistry, Zoology, Geography Result: First Division (371/550) University of Peshawar Pakistan.</p> <p>HSSC (12-Years Education 2005-2007) Major: Chemistry, Biology, Physics, English, Urdu Result: 867/1100 (First Division) B.I.S.E Peshawar Pakistan.</p> <p>SSC (10-Years Education 2003-2005) Major: Chemistry, Biology, Physics, Mathematics, English Result: 877/1050 B.I.S.E Mardan Pakistan.</p>
Profile	
<p>A professionally well-educated trainer, researcher, report writing, assessing and evaluation of staff, conducting of Examinations, Filing Result and Awards; teacher with ten years' experience of proven track record encompassing diverse areas of teacher trainings especially in ECE, Classroom Management, teaching of Science, Social Study and Geography from School to University Level. Achieving the target objectives set by organization by utilizing the theoretical and practical knowledge step by step.</p>	
Qualification Highlights	Electronic Data Capabilities
<p>Extensive Experience of Teaching IGCSE Geography (9-11),(0976), Cambridge IGCSE Geography(0460), IGCSE Chemistry(0620),(9-1)(0971) and IGCSE Pak Studies(0448).</p> <p>Commitment and Devotion to the hard work and curricular & co-curricular activities.</p> <p>Establishment of New Institutions with Innovation.</p> <p>Extensive Teaching Experience and in-depth knowledge in Conventional, IGCSE System and Managing Institution in Capacity of Principal & M.D position.</p>	<p>Microsoft Windows: All operations and installations.</p> <p>Internet Surfing: Emailing, searching, uploading, downloading and online forms processing.</p> <p>MS Office Package: Expert in MS Office, Excel Worksheets, MS Access, PowerPoint, Publisher, Outlook.</p> <p>Adobe Photoshop: Image Editing, Creation & Designing.</p> <p>IBM SPSS Statistics: Data Entry, Analysis & Graphics.</p> <p>ArcGIS: Data Entry, Editing, Analysis & Digital Mapping.</p> <p>Correspondences: Report Writing, Drafting, Noting, Project Writing, Report Reading & Evaluation, Printing, Scanning, Fax, Whatsapp, Imo Skype and Web.</p>

Employment History

Principal & Chairman Board of Governors

NUMS School System Pabbi Nowshera Pakistan. (2011-To-Date)

- Planning and setting the yearly academic and non-academic targets for each academic session.
- Conducting and Chairing the teaching and Para-teaching staff meetings on daily, weekly, monthly and yearly basis.
- Supervising, Monitoring, Documentation of Master File, Evaluation and Promotion of Staff on Performance.
- Countersigning and Processing the final Administrative, Accounting, Academics and Examination files.
- Staff Training on Classroom Management, ECE and Teaching of Science, Mathematics and English.
- Hiring the Teaching and Para-teaching staff (HR).
- Leading the team members in all fields with team spirit and promoting the institutional trust.
- Formulating, Convincing and Implementing the SOP's for all proceedings and activities.
- Conducting the Parents-Teacher Meetings on monthly basis.
- Students counseling on quarterly basis.
- Teaching of Geography, Chemistry and Social Study to Secondary Classes although it wasn't job description.

Managing Director & Chairman Board of Governors:

The Georgia Institute of Technology & Applied Sciences Pabbi Nowshera Pakistan. (2011-To-Date)

- Chairing the Board of Governor of Institute, Approving and Nominating the Principal and Members of BoG in rotation.
- Supervising and guiding the affiliation, registration and renewal proceedings of institute with authorities.
- Presenting and approving the annual budget of institute from the BoG.

Teaching of **Cambridge IGCSE Pakistan Studies (0448)** (2010-2018) Home Tutor & Online

- Taught the Cambridge **IGCSE Pakistan Studies (0448)**
- Taught the IGCSE Geography (9-1) (0976) and IGCSE Pakistan Studies (0448)
- Complete know how of the syllabus and paper pattern of IGCSE Pakistan Studies Examination.

Teaching of **Cambridge IGCSE Chemistry (0620) & (9-1) (0971)** (2010-2018) Home Tutor & Online

- Taught the Cambridge **IGCSE Chemistry**
- Complete know-how of the syllabus and paper pattern of IGCSE Pakistan Studies Examination.

Teaching of **Cambridge IGCSE Geography** (2010-2018) Home Tutor & Online

- Taught the **Cambridge IGCSE Geography (9-1) (0976) and Cambridge IGCSE Geography (0460)**
- Taught the **IGCSE Geography (9-1) (0976) and IGCSE Geography (0460)**
- Complete know how of the IGCSE Geography Examinations and Paper Pattern.

Visiting Faculty Member: Muslim Educational Complex Peshawar Pakistan. (2010-2012)

- Teaching Geography and Chemistry.
- Teaching the Computer Basic Programs i.e. Windows Operations, MS Office Package, SPSS & Photoshop.
- Supervising the F.A/F.Sc presentations reports on diverse topics of Geography.
- Preparation of Papers, Conducting Examinations, Checking of Papers and Result Compilation.
- Setting of Time Table and Date Sheet for Semester Mid Term and Final Term Examinations.

Visiting Faculty Member: ICMS College System Peshawar Pakistan. (2010-2012)

- Teaching Geography and Chemistry.
- Teaching the Computer Basic Programs i.e. Windows Operations, MS Office Package, SPSS & Photoshop.
- Supervising the F.A/F.Sc presentations reports on diverse topics of Geography.
- Preparation of Papers, Conducting Examinations, Checking of Papers and Result Compilation.
- Setting of Time Table and Date Sheet for Semester Mid Term and Final Term Examinations.

Workshops and Conferences

International Conference of Geography (25 July to 27 July 2017)

Bara Gali Summer Campus University of Peshawar Pakistan.

Topic: Global Environmental Change and the Role of Geographers

- The Seminars, Workshops presented by international Geographers attended.
- The training session of young Geographers Coordinated.
- The Quiz Competition of World Young Geographers Presided.
- Presented Project Report of spatial study of the Role of CBN and TMA in the development of Nowshera City.

Training Workshop of College Geography Teachers(8 July to 10 July 2019)

Bara Gali Summer Campus University of Peshawar Pakistan.

Topic: Teaching of Research Techniques in Geography and Social Sciences

- The Synopsis of research topic presented on Temporal and Regional Conversion of Agriculture land to Urban Use in Nowshera City (1980-2010).
- The workshop on digital mapping and graphic charts designing attended.
- The digital globe was presented for competition and won the excellence award.

Training Workshop of University Teachers (3 May 2019)

University of Peshawar Pakistan.

Topic: Teaching of Geography in a Globalized World

- Seminars and presentation of dignified professor of Pakistan were attended.
- Participated in the different activities organized by the workshop for participants.

International Conference of Geography (18 July to 19 July 2013)

Bara Gali Summer Campus University of Peshawar Pakistan.

Topic: The Role of ArcGIS in Digital Cartography

- The Seminars, Workshops presented by international Geographers attended.
- The different activities of using ArcGIS organized by Conference Coordinator were attended.
- The International Geographers and Geologist presented different models and digital maps using ArcGIS.

M.Sc Project Report (2010-11)

- Conducted a detailed spatial study on the Nowshera City of Pakistan.
- The Comparative role of developmental bodies studied.
- The CBN and TMA role was evaluated by basic infrastructure and social amenities provision.
- This project report was submitted to the department of Geography as partial fulfillment of M.Sc Degree.

Languages

Language	Read	Write	Speak	Understanding
English	Excellent	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Poor	Fair
Punjabi	Fair	Good	Poor	Fair

References:

References will be furnished upon request.