

RAANA MAQSUD

PERSONAL INFORMATION:

- ❖ **Contact No: +92-345-5165462**
- ❖ **Religion: Islam**
- ❖ **Nationality: Pakistani**
- ❖ **Email: *raanamaqsud@gmail.com***

PERSONAL STATEMENT:

An ambitious and determined individual with a clear vision of future objective, eager to learn and prepared for challenges. I am a very flexible and goal-oriented person, who works efficiently, both as part of a team and independently to achieve the set goals.

EMPLOYMENT HISTORY:

March 2014 till date	The City School Capital Campus Islamabad <ul style="list-style-type: none">• Urdu Teacher
2007 to 2014	Beaconhouse School System Margalla Campus Islamabad. <ul style="list-style-type: none">• Urdu & islamiat Teacher-Secondary Level
July 2005-June2007	The Educators, Rawalpindi <ul style="list-style-type: none">• Urdu and Islamiat Teacher-Primary Level
March 202-June 2005	Patriot School System, Islamabad <ul style="list-style-type: none">• All Subjects – Primary Level
April 1998-Mar 2002	Five Star Model Schools, Rawalpindi All Subjects – Primary Level
April 1996-Jan 1998	S.S Montessori, Rawalpindi <ul style="list-style-type: none">• All Subjects – Primary Level

EDUCATIONAL HISTORY:

	M.A (Urdu) In Progress	
Sep 2006	BA (Education Islamic Education, Islamic Fiqqah) Allama Iqbal Open University	2 nd Division
Sep 2004	FA (Education, Human Rights, Islamiat) Allama Iqbal Open University	1 st Division
Mar 1991	Martic (General Subjects) Board of Intermediate & Secondary Education RWP	1 st Division

PROFESSIONAL CERTIFICATION:

Certificate	Montessori Methods of teaching (Mujahida Academy, RWP	1997
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PERSONAL SKILLS AND COMPETENCIES

COMPUTER SKILLS

- MS Word, Typing, E-mail and Internet
- Good Typing Speed

LANGUAGE SKILLS

- Good Command over Urdu and English

STRENGTHS

- High Sense of Responsibility
- Dedication and commitment
- Good Communication Skills
- Ability to work under pressure
- Eagerness to learn, and face challenging tasks

HOBBIES AND INTERESTS

- Reading books
- Listening to Music
- Watching Movies
- Playing Words Games
- Walking

POST SOUGHT:

- Any Assignment Commensurate with my Education and Competence.

REFERENCES

- Would be furnished on demand.