

Memoona Anwar

House no. 98,99A Nawab
Town Raiwind Road, Lahore.

Phone no. 0332-7613919

Email.

monakhan505@gmail.com

Professional Objective

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

EDUCATION

MPhil – Mass Communication

2015-2018

School of Creative Arts – University of Lahore

Masters – Mass Communication

2010-2012

Garrison Postgraduate College – University of Punjab

Bachelors in Commerce

2008-2010

Punjab College of Commerce Lahore

PROFESSIONAL EXPERIENCE

Lecturer – Hussain Acadmey of Science and Commerce

Jan 2012 – Present

Teaching Subjects - Political Science, Journalism, Education, Sociology, Civics and Pak Studies

Teaching Level – Matriculation to Bachelors

Assistant Teacher –

March – Sept 2013

Beacon House School System – Canal Side Campus Lahore

Job Description :ss

- Prepared Lesson Plans for Montessori Classes
- Assisted class teacher in creating course materials
- Graded students assignments and papers
- Taught Classes in teachers' absence
- Developed easy and open rapport with students that encouraged learning in a connected, enjoyable atmosphere
- Prepared worksheets and power point slides for students on various topics

Internship

02 months May – July 2012

Pakistan Television Corporation Lahore Center – PTV
News & Current Affairs Department

I was assigned to do the following tasks :

- Covered assigned beats and wrote daily news stories
- Copy edited articles and news stories

Professional Skills

Interest and Hobbies

- Excellent interpersonal skills allow me to work well with the colleagues
- Strong communication skills help me successfully to deal with people at the organisational level
- Expertise in the writing process so that I can effectively guide people and help them discover their own best methods for creativity putting words on the page to express themselves
- Good critical thinking skills that blend well with creative thoughts

- Article and Book Reading
- Travelling Cooking and love to spend time with family
- Playing Badminton and watching movies