CURRICULUM VITAE

AYESHA SAADIA

Contact Details:

Address: 219-E, Punjab Govt. Employees Co-operative Housing Society Phase II, Near Wapda Town, Lahore.

Mob: 0333-0440267

E-mail: ayesha.sadia19@gmail.com

CAREER OBJECTIVE

Striving for a challenging position in a high quality management and administrative environment where my resourceful experience and academic skills will add value to the institution.

PROFESSIONAL SKILLS

Teaching Administration Planning & Professional Development

COMPUTER PROFICIENCY

Microsoft Office (MS Word, MS Excel, MS Power Point& MS Outlook) Internet Browsing, In page Urdu

WORK EXPERIENCE (5 Years)

WORK EXPERIENCE

Tutor (B.A Al-Quran) Dec 2019-to Date

Allama Iqbal Open University,Islamabad

Teaching March 2019-Oct2019

The Smart School, Raiwind

Lecturer/Visiting Feb 2018- to Date.

University of Education, Lahore

Teaching and Co-ordination Sep 2016-Jan 2019

Pannah Educational Institute, Lahore

Intern Officer June 2007-May2008

Directorate of Special Education Department,

Punjab, Lahore

Responsibilities

- Documentation and Record Keeping
- Arranging Events

Teaching Nov 2006-May 2007

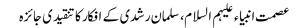
The Educators

Responsibilities

- Documentation and Record Keeping
- Curriculum Development
- Office Assistance
- Scheduling of extra circular activities

PhD in Islamic Thought and Civilization in Process

FINAL YEAR PROJECT



EDUCATION

University of Management and Technology, Lahore	
M.Phil in Islamic Thought and Civilization	2016
University of Management and Technology, Lahore	
Master of Arts, Islamic Studies University of the Punjab, Lahore	2006
B.E.D in Early Childhood Education Allama Iqbal Open University	2012
Bachelor of Arts, Humanities University of the Punjab, Lahore	2002
Faculty of Arts, Humanities Matriculation, Science	2000 1998
Bise Gujranwala	

2017 to date

ADDITIONAL RESPONSIBILITIES

Incharge Discipline Committee

Member Guidance & Counseling Committee

EXTRA CURRICULAR ACTIVITIES

Reading Professional Literature, Travelling and Internet Surfing.

LANGUAGE PROFICIENCY

English

Urdu

REFERENCES

Available upon request