

CURRICULUM VITAE

**AYESHA
SAADIA**

Contact Details:

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

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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

FINAL YEAR PROJECT

عصمت انبیاء علیہم السلام، سلمان رشدی کے افکار کا تنقیدی جائزہ

EDUCATION

PhD in Islamic Thought and Civilization in Process

2017 to date

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

2006

University of the Punjab, Lahore

B.E.D in Early Childhood Education

2012

Allama Iqbal Open University

Bachelor of Arts, Humanities

2002

University of the Punjab, Lahore

Faculty of Arts, Humanities

2000

Matriculation, Science

1998

Bise Gujranwala

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