



## PERSONAL PROFILE HIRA DILSHAD

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 [razaerabbi92@gmail.com](mailto:razaerabbi92@gmail.com)

**Sex:** Female | **Date of birth:** 09/03/1991 | **Nationality:** Pakistani

**Career Objectives:** An innovative and knowledgeable professional having 3 years of varied instructional experience in both school and college. Possesses an effective and flexible teaching style with the willingness to work beyond the call of duty. I am having proven ability to enhanced students' performance.

## PROFESSIONAL EXPERIENCE

† **Position:** Lecturer (Education)

† **School:** Standard College, Lahore

† **Class:** F.A (Part I & II)

† **Period of Teaching:** 15 Dec 2015 - 22 Aug 2018

† **Duties/ Activities Performed:**

- Wrote course material such as home assignments and handouts
- Created and administered examinations
- Create interactive and engaging assignments
- Contributed to the efficient management and administration of the department and college
- Keep through records of student's scores and attendance
- Provide extra assistance to students as needed
- Facilitates classroom discussions

† **Position:** Teacher (English)

† **School:** Bright Future High School, Lahore

† **Class:** 9<sup>th</sup>

† **Period of Teaching:** 11 Nov 2014 - 30 Sep 2015

† **Duties/ Activities Performed:**

- Participated in faculty and parent conferences
- Assigning and evaluating home assignments of students
- Maintain discipline in the classroom
- Paper setting and Marking
- Adopted distinctive teaching methodologies
- Documented all lessons
- Organized healthy group discussions and mentored troubled students
- Explored use of technology with in classroom and during field trips to become better self-learner

ACADEMIC EXPERIENCE  
(during Internship)

† **Position:** Visiting Teacher

† **School:** Qurban and Surraya Educational Trust

† **Class:** 8<sup>th</sup>

† **Period of Teaching:** 09 Apr 2014 - 17 May 2014

† **Duties/ Activities Performed:**

- To maintain learning environment, used effective classroom management techniques
- Prepared daily lesson plan, administered test and analyzed student performance
- Adapted and modified lessons to meet student's academic needs
- Utilized model and MS Office skills to design lessons

- † **Position:** Visiting Teacher
- † **School:** Punjab University Laboratory High School, Lahore
- † **Class:** 4<sup>th</sup>
- † **Period of Teaching:** 04 Feb 2014 - 24 Feb 2014
  
- † **Class:** 3<sup>rd</sup>
- † **Period of Teaching:** 02 May 2012 - 31 May 2012
  
- † **Class:** 2<sup>nd</sup>
- † **Period of Teaching:** 01 Jan 2012 - 31 Jan 2012
- † **Duties/ Activities Performed:**
  - Maintaining classroom discipline
  - To take roll call on attendance register
  - Using different effective teaching methods to make lectures more dynamic
  - To develop models and use other audiovisual (A/V) aids for better understanding of students.
  - To assess students by conducting tests (written or oral)

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COURSES TAUGHT AT  
SCHOOL LEVEL  
(during Internship)

- English grammar & composition
- English textbook (2<sup>nd</sup>, 4<sup>th</sup>, 8<sup>th</sup>)
- Computer Science & Home economics
- Social Studies
- General knowledge & Arts

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EDUCATIONAL  
BACKGROUND

2015 – 2017

**M.Phil. (Education)**

The University of Lahore

- † Obtained **CGPA:** 3.68 / 4.00
- † **Percentage:** 82 %

**Major Subjects**

- † Educational Measurement and Evaluation, Comparative Teacher Education Cognition, Learning and Assessment, Educational Leadership Management, Quantitative Research Methodology, Curriculum Theories and Model, Computers and Information Technology in Education, Statistics in Education

2010 – 2014

**B.Ed. (Hons.) Elementary**

University of the Punjab, Lahore

- † Obtained **CGPA:** 3.61 / 4.00

**Major Subjects**

- † General Methods of Teaching, Foundations of Education, Child Development, Classroom Management, Teaching Literacy Skills, Instructional and Communication Technology (ICT) in Education, Teaching Practice (Short Term), Classroom Assessment, School, Community and Teacher, Curriculum Development, Educational Psychology, Contemporary Issues and Trends in Education, Comparative Education, Introduction to Guidance and Counseling

Honors & Awards	<ul style="list-style-type: none"> <li>Ranked on 2<sup>nd</sup> position in Master of Philosophy in Education.</li> <li>Qualified by graduating with honors and ranking 6<sup>th</sup> among education majors at P.U.</li> <li>Academic Scholarship, University of the Punjab, Lahore</li> <li>Award of Laptop on Merit basis by the Government of the Punjab, Pakistan</li> </ul>
Un-published Research	<ul style="list-style-type: none"> <li><b><u>M. Phil. Thesis</u></b> <i>Parental Involvement in Children's Higher Education Choices</i>, unpublished thesis, Department of Education, The University of Lahore. Supervisor: Dr. Namra Munir</li> <li><b><u>Bachelor Thesis</u></b> <i>An Investigation of Teaching Styles at Elementary Level</i>, unpublished thesis, Institution of Research &amp; Education, University of the Punjab, Lahore. Supervisor: Dr. Dr. Muhammad Shahid Farooq</li> </ul>
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PERSONAL SKILLS	
System Expertise	<ul style="list-style-type: none"> <li><b>Competent with Professional Expertise in:</b> <ul style="list-style-type: none"> <li>Microsoft Office</li> <li>Adobe Illustrator</li> <li>Photoshop</li> <li>SPSS</li> <li>Web Browsing</li> </ul> </li> </ul>
Language(s)	<ul style="list-style-type: none"> <li>Urdu                      Native</li> <li>English                  Good</li> <li>Punjabi                  Good</li> </ul>
Strengths	<ul style="list-style-type: none"> <li>Adaptive and quick learner.</li> <li>Personable, articulate and professional; compassionate and positive towards achieving curriculum goals</li> </ul>
Personality & Interests	<ul style="list-style-type: none"> <li>Friendly, social, enthusiastic individual with ability to adapt any working environment</li> <li>Interests include playing badminton, book reading, always keen to learn something new</li> </ul>
References	<ul style="list-style-type: none"> <li>Available on Request</li> </ul>