

MEHNAZ JAFFRI

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First floor, House# DK-314/24-B St # 22-A, Muhala Dhok kashmirian Rawalpindi

OBJECTIVES:

To become indispensable asset of dynamic, with professionalism and career development, utilizing my talents and potential towards the achievement of organization goals.

QUALIFICATION:

LEVEL	SUBJECTS	PASSING YEAR	BOARD/UNIVERSITY
MS	Economics	2018	Islamia College Peshawar
B.Ed.	Education	2016	Allama Iqbal Open University
Msc	Economics	2013	University of Peshawar
BA	Economics, Statistics	2010	Kust University Kohat
HSSC	Pre-Medical	2008	Board of Intermediate & Secondary Education Kohat
SSC	Science	2006	Board of Intermediate & Secondary Education Kohat

TECHNICAL SKILL:

- Microsoft Office
- Internet based research tools
- SPSS, EVIEW

PROFESSIONAL EXPERIENCE:

Organization/ Institution	Time Duration	Instructor
Hayatabad Model School Peshawar	From 21 st august, 2017 to 13 th September 2019	<p>I have worked here as Senior Teacher. I have also worked as in charge of houses. I taught Mathematics Subject up to class 9th.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Planning, preparing and delivering lessons.• Assessing and reporting on the behaviour of students.• Providing educational and social guidance to students.• Ensuring the highest standards of quality and applying the most up-to-date teaching methods.• Fulfilling all reasonable duties as directed by the Head Teacher• Organizing and supporting a range of extra-curricular activities.
The Smart School Parachinar Campus	From 1 st March, 2014 to 5 th April, 2017	<p>I have worked here as Instructor and Chief Proctor. After one year I have worked here as Vice-Principal. I also taught Mathematics Subject.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Established and maintained rapport with staff, students, and parents; mentor and lead new teachers and interns, ensuring appropriate substitute coverage when necessary.• Initiated and facilitated before and after school program, Family resources Centre, and catch Cafeteria program• Contribute to the academic and social tone of school through the consistent demonstration of professionalism and enthusiasm of the school community; upheld a commitment to educational excellence, establishing and promoting an atmosphere of mutual respect and trust.• Actively involved in “Child Study”, consisting of a team of administrators, counsellors, district special education supervisor, and social workers who meet weekly to discuss “at risk” students; uphold the highest of confidentiality while devising an action plan, i.e., referrals for special education, testing, or outside placement.• Arranged professional development program for regular education teachers regarding educational laws.

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- Facilitated weekly meeting with high grade team leaders and guidance counsellor to discuss student's academic and behavioural concerns and develop support plans to increase student achievement.
 - Developed supervisory expectations for program and communicated with staff to communicate expectations.
 - Created master schedule for classroom teachers, instructional assistants, and special area staff.

**Uswa Public
School
Parachinar**

From 1st jan,2010 to 31st
Dec, 2010

I have worked here **as Instructor** and taught
Mathematics Subject up to Secondary School Level.
Responsibilities:
Instructor

OTHER ACTIVITIES/ CERTIFICATS:

- Educational Achievement Award
- Performance Certificate
- Montessori Activities Training
- Certificate of Appreciation
- Paramount Books (Pvt.) Ltd. Workshop

PERSONALITY TRAITS:

- Cooperative
- Adventurous
- Adaptable
- Socializing

INTEREST:

- Research & Development
- Teaching

REFERENCES:

Given Upon Request