

# Uzma Haneef

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## Objectives:

I want to obtain a recognized position in an organization, which offers excellent working environment to learn and polish my existing skills in an environment that can be helpful to me to achieve the organization's objectives. To get a challenging position in which I can utilize my experience and enhance my skills.

## Academics:

Degree	Institute	Research Work	Year
M. Phil In Education	The University of Lahore	A study of alignment among curriculum, instructions and its implementation at elementary level. (Continue)	2016---
Master in Education (Specialization in Early Childhood Education)	Institute of Education and Research University of The Punjab	A study of difference in academic achievement of students who attended the Child Care Centers and who did not attend the Child Care Centers.	2008-2010
Bachelors	Government Fatima Jinnah Degree College Chuna Mandi Lahore		2006-2008
Intermediate	Board of Intermediate and Secondary education Lahore.		2004-2006
Matric In Science	Board of Intermediate and Secondary Education Lahore.		2000-2002

## Achievements:

1. Got Scholarship from University of the Punjab on academic performance.
2. Participated in three days' workshop of "Production of low cost material for classroom Instructions"
3. Participated in fund raising from University of the Punjab for "IDPs of Swat during Charity Week"

## Computer Skills:

1. Diploma in Microsoft Office 2016
2. Corel Draw
3. Urdu in page

## *Managerial Skills*

1. Head of Examination department in Govt. Degree College Hafizabad.  
(Designing date sheets, sitting plans, checking and rechecking criteria)
2. Member of admission committee.
3. Arrangements for teacher training workshops for various levels.
4. Social mobilizer in Fatima tul Zahra foundation for women (Regd).

## *Career Summary*

- Worked as college teacher intern (lecturer) of Education in Govt. College Hafizabad.
- An innovative and knowledgeable professional having experience as a admin, Pre School Head, Curriculum researcher, Academic Coordinator and Section Head etc.
- Proficient in developing new lessons and activities to expand learning opportunities.
- Extensive participation in committees and extra-curricular activities.
- Excellent knowledge of the subject and also has practical knowledge to develop “Teacher Resource Material”.
- Developing Scheme of Work (SOWs) Lesson plans (LPs) (Daily, weekly, monthly and yearly)
- Alignment of Curriculum along with instructions of curriculum and implementation in the classroom.
- Developing workbooks + Worksheets
- Paper setter
- Assessment reporter (Utilization of Results)

## *Learning Experiences:*

Institute	Designation	Session
The Educators (Shahdrah Campus)	Deputy Academic Manager	February, 2018 to 31 <sup>st</sup> Jan, 2020
Dar-e-Arqam Research and development department (Model Town)	Research Associate (Early years curriculum designer)	April, 2016 to Nov, 2017
Govt. Degree College for women Sukheki Mandi Hafizabad	CTI of Education	October 2015 to March, 2016
The Educators (Hafizabad city)	Academic Coordinator (Pre-School)	May, 2011-September, 2015
Day Care Center University of the Punjab	Intern	Feb, 2011 to April, 2011
Qurban and Surayya Educational Trust School and College (Cantt Lahore)	Junior Section Teacher (TP) (Play Group)	April 2010-May 2010 (Teaching Practice from PU)

## *Reference*

Will be furnished on demand