**RESUME**

**IQRA TAYYAB**

**Email ID:**  ely.glam77@gmail.com  
 **Contact No:** 0335-4894622

**Address:** Raza Block Allama Iqbal Town Lahore

**Education**

* Master in Business and Statistical Management (MBSM) from University of Punjab 2017
* Bachelor from Punjab Group of Colleges Lahore 2013
* Intermediate (ICS) from Superior Group of Colleges, Lahore 2011
* Matric from Talent Hall Girls High School Lahore. 2009

**Career Objective**

To get a challenging position of lecturer in which I can utilize my experience and make the

bright carrier of students.

**Career Summary**

* An innovative and knowledgeable professional having 2years’ experience as a lecturer.
* Proficient in developing new lessons and activities to expand learning opportunities.
* Extensive participation on committees and extra-curricular activities.
* Excellent knowledge of the subject and also has great practical knowledge.
* Proficient in giving conceptual knowledge.

**Personal Qualities**

* Excellent interpersonal skills.
* Strong analytical, logical and mathematical skills.
* Excellent communication skills in written and verbal both.
* Ability in clarifying the doubts.

**Key Responsibilities Handled**

* Employ differentiated teaching methods, incorporating, audio and visual activities to address all learning styles.
* Provide individualized instruction to keep all students at expected skill level.
* Identify and organize field trips to enhance curriculum.
* Meet with parents to discuss progress and address behavior or mastery issues.
* Develop discipline plans and work closely with at-risk students.

**Computer Knowledge**

* Proficient in basic use of computer.
* Internet Savvy.

**Achievements**

* Attending many seminars and deliver many counter speeches as a teacher head.
* Successfully organized workshop for junior students.

**Work Experience**

* Worked as Teacher in The Bridges School Lahore (2019)
* Worked as Admission Head in Aspire Group of Colleges Lahore ( 2018 to 2019)
* Worked as Lecturer in Unique Group of College, Allama Iqbal Town Lahore

(2016-2017).

* Worked as Senior Teacher in Chevron International School Lahore (2015 - 2016)
* Worked as a Junior Teacher in The Lahore Lyceum School Lahore (2015)

**Skills Set**

* Confident
* Excellent communication skills
* Excellent interpersonal skills
* Patience
* Keen observer
* Good listener

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**Language and Hobbies**

**Languages known:**  English, Urdu

**Hobbies:**  Listening music and reading books