**Career Objective**

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively.

**Experience**

**SYEDANWALA GIRLS HIGHER SECONDARY SCHOOL 2018-September to 2019 June**

**Worked as “Academic Coordinator” at “SYEDANWALA HIGHER SECONDARY SCHOOL”. I was performing the following duties,**

* Prepared Timetable, Teacher’s Workload and Weekly Period Allocation.
* Prepared invigilation duties, Syllabus and date sheets for examination.
* Prepared Consolidated and Overall Results.
* Prepared and Checked the Yearly Syllabus Break Up, Scheme of Studies and Daily Lesson Plans.
* Prepared and Conducted Test Session for Class 8th, Matric and Intermediate Classes.
* Prepared Academics Exception Report.
* Assisted in preparation of SOP
* Designed Backdrop, Posters, Student Cards, and Certificate.
* Prepared of Academics Calendars.
* Entered and maintained the student grade book.
* Looked after the school and college in the absence of principal
* Liaison with parents.

**The KNOWLEDGE SCHOOL (Head Office) 2015-November to September 2018**

**Worked as “Subject Specialist (Computer)” at “THE KNOWLEDGE SCHOOL (Head Office)” I have performed the following duties,**

* Prepared Daily Yearly Syllabus Breakup, Lesson Plans, Unit Plans and Scheme of Studies.
* Liaison with campuses
* Answered the queries and doubts of the Principals or teachers and provided solutions.
* Assisted in preparation of Academic calendars
* Assisted in preparation of SOP.
* Facilitated annual training for the Principals of the Knowledge School
* Prepared papers according to board instructions to be used as revision tests for classes V, VIII, IX and X
* Managed School and student record.
* Prepared papers and date sheet for the internal examination of schools.
* Designed logos, backdrop, standees and other material

##### **SHARIF EDUCATION COMPLEX 2010-March to 2015-April**

**Worked as “Computer Teacher and Assistant Coordinator at “SHARIF EDUCATION COMPLEX”**

**I have the following duties to perform,**

* Prepared Daily Lesson Plans, Unit Plans and Scheme of Studies, Syllabus
* Marking substitutions.
* Prepared papers for the internal examination of schools.
* Looking after the block in absence of coordinator.
* Writing workbooks and worksheets.

**Academic Qualification**

* **MIT** (having 3.26 CPGA out of 4)

### 

### **2017** Virtual University of Pakistan, LHR**.**

### **Graduation** (Computer Science, Health and Physical Education) (2nd Division)

### **2007** The Government Model Degree College for Women Model Town, LHR.

* **FA:**(2nd Division)

**2005** The Government Model Degree College for Women Model Town, LHR.

* **MATRIC:** ( 2nd Division)

***2003*** Private.

**Professional Qualification**

* **Post Graduate In Information Technology: (1 Year)**

**2009** The Government College for Women Gulberg, LHR.

**Computer Skills**

**Software**

* MS – Office (Word, Excel and PowerPoint).
* In page.
* Adobe Photoshop
* Corel Draw

Typing speed 40wpm, Internet using***.***

## **Other Skills:**

* Analytical, problem solving and multitasking
* Ability to stay calm and focused even under the most stressed work environment
* Passionate to learn and adapt new skills that enhance my productivity
* Excellent communication, coordination and organizational skills
* Experienced with curriculum designing for organizations, and institutes

## **Personal:**

**Father’s name** SH. Naveed Qadir

**Date of Birth** 06-10-1986

**Marital Status** Single

**References:**

Will be furnished upon request**.**