**ZAINUB I.Khawaja**

**Personal**

Address: House No. 2/A blockH Gulberg 3 Lahore

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Date of birth: June 04, 1984

Email: zainubrameen@gmail.com

Sex: Female

Marital Status: Divorced

**Brick School (2013 \_to date)**

I am presently working as a Kindergarten Master teacher from the last three years at Brick School and my major responsibilities include curriculum designing,syllabus preparation, workbooks designing as per latest techniques and new educational demands, preparing report cards, projects and assignments for students. My aim is to work for professional and complete teaching oriented institute. I am keen to impart knowledge and learn a lot while working. I am looking to make a continued significant contribution as Primary School Teacher, Literacy co-ordinator or a position of similar responsibility.

**Education**

2000-2002 Master of Arts (Social Work) University of the Punjab, Lahore

1998-2000 Bachelor of Arts (Social Work) Wise College for Girls, Gulberg, Lahore

1996-1998 Faculty of Arts (Humanities) Wise College for Girls, Gulberg, Lahore

1985-1995 Secondary School (Queen Marry School) Lahore

**Experience**

**The City School Network (16th Aug 2010 –2013)**

Teaching primary School students and major subjects include English, Science, Mathematics, General Knowledge, Islamiyat, Creative Development as well as national numeracy and literacy strategies. Supervise one Classroom Assistant and organize events. Advice and support staff on planning, assessment and resources, including lesson modelling. Identifies gaps and draw up schemes and policies to ensure a broader curriculum is covered. Develop student’s interests, abilities and co-ordination by way of creative activities. Test and evaluate students for individual progress in written and oral work. Prepare and present subject matter for each class. Prepare and administer assignments, projects and exams. Discuss with students and parents, their progress and problems. Encourage parents to be actively involved in many areas of school life whilst developing close working relationship. Participate in staff meetings, conferences and educational workshops and participation in out of school activities for students. Also gain experience of teaching children with English as a second language.

**Kuchlak welfare society (UNO sponsored located in Quetta)**

From 2005 till 2010 I worked for Kuchlak welfare society as a social mobility organiser. Society is located in the area of Kuchlak where mostly hazarh community is living and suffering from social economical and cultural issues along with some health band educational problems.

**SCIP Society for Communicatively Impaired Population**

As a team member of this society major work was communication with the impaired people and to rehabilitate of the impaired people specially in rural areas and bring them out of their complexities.

**Patient Welfare Society for Psychiatric Diseases**

Provided help and support to the disabled patients who were psychologically ill. As a team member successfully guided the psychiatric patients to relieve them from their mental diseases.

**Anjuman-e-tameerotaraki Karari Kala Village**

Village training of one month in the rural areas of South Punjab, Lahore and worked with NGO’s for the betterment of the village people. Major work was to provide fresh and clean drinking water, industrial home, school from class 1 to 10, awareness about self-hygiene and environment hygiene.

**Urban Community Development Project (Anti-Oppression)**

Worked on urban community development project. Basic target was the reactivation of the NGO’s for the betterment of the anti-oppressed people. Fund raising campaign was to invest for the welfare of the people.

**Case Work (Psychology)**

Provided support and help to the patients for the readjustment with their families. Fund raising campaign for the medicine of patients. As a case worker researched on different kind of patients in hospitals for psychiatric diseases.

**ACHIEVEMENTS**

Researched in:

* Thesis on Honour Killings by the convicted persons in jails of Lahore district
* Hospitals for psychiatric diseases
* Society for communicatively impaired population

**Skills**

* **Languages:** Fluent in English, Urdu& Punjabi.
* **Computing:** Thorough knowledge of Computer (MS Office).

***References are available on request***