**Ayesha Mushtaq**

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Lahore .

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**PROFESSIONAL EXPERIENCE**

Extensive Professional work experience in Institute Management, Man management & Leadership Skills, Good PR, Management of Institute Budget, Documents Control & Record Keeping

* Capable of providing academic leadership to the Institute.
* Able to act as a focal person in planning and executing all academic activities.
* Capable of designing, executing and implementing academic policies.
* Can attract, motivate and retain highly qualified & experienced faculty.
* Capable of implementing integrated curriculum.
* Good managerial skills and effective communication with Students, Parents and General Public.

**Profile**

A self-motivated, hardworking Administrator / Teacher capable of creating an effective Learning and Teaching Environment. Proven leadership skills in motivating other staff members to achieve the Institute objectives and desired goals. Can make an effective use of analytical skills. Able to work under Pressure. Careful Decision Maker. Computer literate. Excellent Communication skills. Capable of applying problem solving techniques and methods while handling Conflict Resolution.

**Objective**

To work adeptly and sincerely with genuine efforts to enhance technical & interpersonal skills as well as to fruitfully contribute for the betterment of the organization that will utilize my education, skills or experiences, and which will also provide me with the opportunity for growth and advancement.

**Education**

* Ph.D. in Islamic Studies from Sheikh Zayed Islamic Centre, University of the Punjab Lahore. 2017- (Thesis Continued-Course Work Completed)
* M.Phil. in Islamic Studies from Sheikh Zayed Islamic Centre, University of the Punjab Lahore.2016
* Masters in Islamic studies from University of the Punjab Lahore. 2013
* AMI Diploma in Montessori Method of Education, from St. Bridget’s Convent Colombo (Sri Lanka). 2001-2003

**Technical Skills**

* Microsoft Office.
* Social Media activities related to Education.(FB, Whatsapp, Pintrest, Instagram)

**Work Experience**

* 2018 to date : Serving as Principal in International Islamic University Islamabad

Schools Lahore Campus.

* 2017-2018 : Vice Principal Lahore Maktab School.
* 2015-2016 : Visiting Lecturer in Queen Mary’s College Lahore.
* 2010-2014 : Principal Shelley Girls high School Garhi Shahu Lahore.
* 2001-2010 : Worked as Senior Teacher at International School in Colombo

(Sri Lanka)

* 2015-2016 : Worked as Sub Examiner BISE Lahore.

**Classes Taught**

* B.S Honours & B.A, B.Sc, F.Sc Pre Medical (at Queen Mary’s College Lahore)
* Montessori, Grade 3 to London O/Levels (in Sri Lanka)

**Subjects Taught**

* Islamic studies
* English
* Science
* Biology, Human and Social Biology
* Chemistry

**Other Qualifications & Strengths**

* I have always been a great team player, can keep a good team together and create an ideal working environment
* I possess knowledge of eight languages. Well versed with Urdu and fluent in English. I can read, write and comprehend Arabic.
* I am punctual, hardworking, straight forward person with positive attitude towards life.

**Achievements**

* I had served as the School Prefect at Queen Mary’s College Lahore in the year 1992.
* Was the member of the School Discipline Committee during my teaching career at Ikra International School Colombo in the years 1998-2003
* Was entitled to carry out responsibilities as a class teacher and had prepared students for several Science Exhibitions.
* I had conducted all International School Teachers’ Seminar and delivered a lecture on Heart and Heart Diseases at the Asian International School Colombo in the year 1998.
* During my teaching career in Queen Mary’s College Lahore, I had taught B.S Honours classes and produced **100% results.**

**Co-Curricular Activities**

* Participated in Qirat Competitions in School.
* Took part in Drama and won Essay writing Competitions.
* Took part in Speech Competitions and Science Exhibitions.
* Won Bronze medal for my school in General Knowledge Quiz Competition awarded by the Bolan Cultural Society in the year 1991.

**Extra Curricular Activities**

* I took part in sports events like Relay, Long Jump and High Jump in school.
* I was the member of my College Cricket Team.

**Personal Profile**

* Date of Birth : 04 November 1975
* Marital Status Married