### FATIMA HENA

**Email: fatimahena123@gmail.com**

**Cell: +92-317-2492758**

#### CAREER OBJECTIVES: -

To seek a challenging position in the area of Mathematical, Statistical, Management, Financial and Corporate Consultancy with a well reputed organization, where I can utilize my extensive experience in management, financial and corporate affairs and financial analytical skills and pair it with excellent communication skills to contribute to the success of an organization.

**SKILLS SUMMARY: -**

Having 5 years’ experience in Schools and Academies, being a self-motivated & analytical man looking for dynamic, vibrant, challenging role to bring out the best qualities of head and heart. Also to obtain a position in a private organization this will utilize my professional skills, interpersonal skill as well as provide career opportunities for growth and advancement in such an esteemed organization.

**CAREER HISTORY: -**

* Jauhar Foundation School, Senior Section, ***JANUARY, 2018 to till to date.***
* New Jinnah Mission Secondary School, junior, senior and matriculation sections, ***APRIL 2014 to APRIL 2017.***

**JOB RESPONSIBILITIES: -**

The Following are my job responsibilities: -

* ***School Teacher:*** 
  + Teaches Mathematic to class 3rd to 10th.
  + Teaches Physics to class 9th and 10th
  + Teaches Computer Science to class 4th to 10th.
  + Teaches Urdu, Islamiat, P.st to class 7thand 8th.
  + Coordination about Class.
  + Fees Collection.
  + Examination Controller.

**ACADEMIC QUALIFICATION: -**

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | **Name of Institutes** | **Divisions** | **Passing year** |
| BS Mathematics &Statistics (4-Years) | Federal Urdu University of Arts, Science & Technology. | 3.41 CGPA | 2013 |
| Intermediate In Pre-Engineering | Government Degree College. | 2ndDivision | 2009 |
| Matriculation In Science | Government Secondary School. | 1stDivision | 2007 |

**TECHNICAL QUALIFICATION: -**

* Microsoft Office 2007
* Web Browsing
* Internet handling.
* Can run different softwares.

**EXTRA CURRICULAR ACTIVITIES: -**

* Book reading.
* Coin Collector of Different Countries

**PERSONAL DETAILS: -**

Husband’s Name : Shaukat Ali Sheikh

Date of Birth : 12th March, 1991

Domicile : Lahore (Punjab)

Nationality : Pakistani

Marital Status : Married

Language : English, Urdu & Punjabi

Religion : Islam(Sunni)

**CONTACTS DETAILS: -**

Cell No. : 0092-332-3515846, 0092-317-2492758,

E-mail Address. : [fatimahena123@gmail.com](mailto:fatimahena123@gmail.com)

Home Address. : House # 283, Block-5, Sector DII, (Opp. First Bus Office), Depot Stop, New Town Ship, Lahore, Punjab, Pakistan.

**PROFESSIONAL PROFILE &JUSTIFICATION: -**

As an enthusiastic and dedicated person with extensive experience in the field of an exceptional leader who is able to develop and motivate others to achieve targets, Being a self-motivated person, looking for dynamic, vibrant, challenging role to bring out the best qualities of head and heart. Also to obtain a position in a private organization this will utilize my professional skills, interpersonal skill as well as provide career opportunities for growth and advancement in such an esteemed organization. I can demonstrate a strong ability to manage projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment**.** I assure you Sir, that if given me an opportunity to serve you I would discharge my duties in entire satisfaction of all my superiors.

Hopping An Early Response From Your End.

**REFERENCE: -**

Excellent reference will be provided as per your demand.