**Mobeena Saleem**

**Address**: Mohallah Safeel, Post Office Kot Najibullah, Haripur , **Cell**: 92335-5647380,

**E-mail**: [Mubeenasaleem66@gmail.com](mailto:Mubeenasaleem66@gmail.com), **City** : Haripur, **Marital Staus** : Unmarried, **Age** : 34

Principal,

American Lyceum group of Schools , Lahore

Respected Sir/Madam,

This application is in reference to the advertisement published in a newspaper for the post of trainee teachers in American lyceum school. I would like to work as a trainee with your organization.

I do have prior experience of interacting with the students and understanding their basic problems and finding solution of the same as a teacher in matric class as a science teacher. During my professional administrative couses in B.ED, CT, PTC, I was taught to interact with students and community problems and solve them with intellectual skills. During my internship at OGDCL and MH hospital I gained a lot about office work and socialization with different members of community environment. I also performed my duties as a strict warden at Fatima Jinnah Women University for a year.

I wanted to join your organization for the base of experience as this post is my passion and my wish. I believe that I have a lot to offer your organization. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. Thus it is my earnest request to you to please consider my candidature for this post. Please find my resume attached with my cover letter for your kind perusal.

Thanking you,

With regards

Mobeena Saleem

MOBEENA SALEEM

CV

**CAREER OBJECTIVE :-**

To take up the challenging role in the field of scientific analysis, modern techniques and excel them by applying my zeal, energy and knowledge with my positive attitude, Excellent interpersonal Skills, Excellent Communication and negotiation skills towards the growth of organization and adding the values of myself.

**TEACHING EXPERIENCE AND INTERNSHIPS** :-

* **Two year teaching experience** in **AL-HUDA MODEL PUBLIC HIGH SCHOOL KOTNAJIBULLAH** as a science teacher.
* **Two months Internship** with **OGDCL (Oil and Gas Development Company Ltd), Islamabad**
* Community work in **MH Rawalpindi**

**CURRENT STATUS :- Not doing job**

**RESEARCH EXPERIENCE** :-

 Research on Enhancement of Soil Quality by Indigenous Microorganisms: A Multi- revolutionary Step for Sustainable Environment

 Research on Impact of ICTs on Students’ Academic Performance at Secondary level in Private Schools of Haripur

**EDUCATIONAL QUALIFICATION** :-

• **M.phil in Environmental Sciences (Bio)** (2017)

Fatima Jinnah Women University Rawalpindi

• **Masters in Environmental Sciences (Bio)** (2013)

Fatima Jinnah Women University Rawalpindi

• **BSc Major: (Botany, Zoology, Physical Education**) (2006)

Hazara university

• **FSc Major: (Biology, Chemistry, Physics)** (2004)

Bise Abbottabad

• **Matriculation: Biology, physics, Chemistry)** (2002)

Bise Abbottabad

**PROFESSIONAL QUALIFICATION AND SKILLS** :-

* **Bachelors in Education (B.ed1.5 years)**  (2019)
* (AIOU Islamabad)
* **Primary Teaching Certificate (PTC) (AIOU)** (2013)
* **Certificate Of Teaching (CT) (AIOU)** (2015)
* Computer Skills: MS Word, MS Excel, TypingEditing, Power Point, MS publisher, Internet
* Communication Skills: Fluent in Urdu, English, Punjabi, and Hindko

**CERTIFICATES** :-

* Certificate of community work at Military Hospital (MH), Rawalpindi
* Certificate of community work with National Cleaner Production Centre (NCPC), Rwp
* Certificate of Youth leadership conference at National library of Pakistan, Islamabad
* Certificate of Capital Development Authority (CDA) conference on Resource Management, Islamabad
* Certificate of Capital Development Authority (CDA) conference on Climate Change, Islamabad