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|  | Objectives  To seek a position in a dynamic company that welcomes initiating innovation and dedication also demands, excellence in consistently meeting organization objectives and surpassing sets standards.  Education  M-Phill Punjab University (2016-2018)   * Gender Studies   **B.S (Hons.) Lahore College for Women University** (2012-2016)   * Gender and Development Studies   Experience  **Academic Coordinator** (September 2019 –Present)  The Educators Sahar Campus-1 (135 A-New Muslim Town, Lahore)   * Working as an Academic Coordinator. * Entertaining and taking queries for school admission. * Efficiently managed day-to-day educational operations, including lesson planning, student guidance, curriculum implementation and continuous improvement of industry best practices. * Supervising students’ development by evaluating their progress reports. * Preparing written evaluation and assessments. * Take observation of the teachers and guide them accordingly. * Monitored and tracked students' academic progress using method to encourage successful learning outcomes. * Updating departmental authorities about the development and progress of students. * Obtained excellent feedback from parents regarding student learning success and classroom instruction. * Designing of Timetables and Schedules for the School. * Allocating duties to staff within the School and the management of staff in accordance with the Institute policies and procedures. * Other duties as may be assigned by the Board. * Make Monthly and Annual Reports of the School event. * Organizing and supervising the campus events.   **Branch Head** (June 2018 –August 2019)  JPS School System (Ali Block, New Garden Town, Lahore.)   * Worked as a Branch Head. * Dealing with staff recruitment matters. * Entertaining and taking queries for school admission. * Creating a supportive and Friendly working environment for all staff in the School. * Designing of Timetables and Schedules for the School. * Allocating duties to staff within the School and the management of staff in accordance with the Institute policies and procedures. * Implementing disciplinary procedures for both staff and students. * To collect the student feedback and to follow up with implementation on matters arising from that feedback as appropriate. * To ensure the effective delivery of high quality teaching and the maintenance of academic standards. * Maintaining excellence and improvement in all matters of teaching, learning, and administration. * Ensuring the regular review, evaluation and development of programs offered by the School. * Other duties as may be assigned by the Board. * Make Monthly and Annual Reports of the School. * Conducting Annual SWOT Analysis for the campus betterment and growth. * Representation of the School.   **Branch Head** (June 2018 –April 2019) (Evening)  IPS Institute of Professional Studies (Ali Block New Garden Town, Lahore)   * Worked as a Branch Head. * Dealing with staff recruitment matters. * Entertaining and taking queries for academy admission. * Creating a supportive and Friendly working environment for all staff in the institute. * Designing of Timetables and Schedules for the institute. * Implementing disciplinary procedures for both staff and students. * To collect the student feedback and to follow up with implementation on matters arising from that feedback as appropriate. * To ensure the effective delivery of high quality teaching and the maintenance of academic standards. * Maintaining excellence and improvement in all matters of teaching, learning, and administration. * Ensuring the regular review, evaluation and development of programs offered by the institute. * Other duties as may be assigned by the Board. * Make Monthly and Annual Reports of the academy. * Representation of the institute.   **Teacher** (March 2018-June 2018)  Rukhsana Foundation (Block M Gulberg III, Lahore)   * Designed lesson planners on weekly basis for activity based learning of students using bloom’s taxonomy levels. * Design lesson according to bloom’s taxonomy. 5Cs, and standards of National Curriculum. * Designed task-based learning activities for students. * Created and implemented innovative and engaging lesson plan and activities. * Worked as an evaluator; analyzed and evaluated the progress of my students. * Make Models for Science Exhibition of the Students.   **Field Researcher** (September 2017-November 2017)  CERP (Centre for Economic Research in Pakistan (Gulberg II, Lahore)   * Works in Field as a Field Researcher * Participate in training workshops * Conduct detailed in-person surveys, using Survey CTO on tablets with respondents at BSS branches * Conduct behavioral games with respondents at BSS branches * Write comprehensive descriptive field reports * Perform Other duties as assigned by the Project Coordinator or Principal Investigators.   **Teacher** (August 2016-February 2017)  PGS (Premier Grammar School) (Habibullah Garhi Shahu, Lahore)   * Helped students in character building. * Designed lesson planners on weekly basis. * Designed task-based learning activities for students. * Designed Assessment sheets * Created and implemented innovative and engaging lesson plan and activities. * Worked as an evaluator; analyzed and evaluated the progress of my students. * Helped in organizing school functions and events. * Decoration of the institute through art work and projects.   **Teacher** (January 2013-January 2016) (Evening)  Leads Group of Colleges (Ghazi Road Campus, Lahore)   * Worked as an English Teacher. * Helped students in character building. * Designed Assessment sheets * Worked as an evaluator; analyzed and evaluated the progress of my students.   Skills   |  |  | | --- | --- | | * Communication Skills to Capture the interest of Audience * Good Representation Skills * Adaptability * Enthusiastic and productive team member. * Can work under pressure. * Ready to accept higher responsibilities without hesitation | * Meeting with deadlines. * Ability to coordinate with other staff, Leadership Skills * MS Office (Microsoft Word, Power Point, Excel) * SPSS (statistical package for social sciences) |   Activities   * Reading * Serving Humanity * Socializing * Collection Knowledge about the world * Web surfing   Other Experiences   * Internee at MCWAP (Maternity and Child Welfare Association of Pakistan) for 6 Weeks (2015) * Worked as an invigilator in B.I.S.E Lahore for Intermediate Examinations (2014, 2015 & 2017) * Worked as an invigilator in B.I.S.E Lahore for Matriculation Examinations (2014, 2015) * Girl Guide at Pakistan Girl Guide Association (2006-2010) * Volunteer and Member of Punjab Youth Festival (2013)   Projects   * Citizenship Education and Community Engagement Programme in collaboration with British Council and LCWU (2015)   Achievements/Certificates   * PITD (PAK Institute of Teachers Development) Workshop on Professional Development Training. (2019) * Oxford University Press Workshops on English Language, Computer and Urdu Language. (2019) * English Language Summer camp at American Consulate (2012) * Seminar on Women Empowerment by Nestle Pakistan (2015) * Workshop on CV writing and Interview Skills at LCWU (2015) * Attended many Certified Seminars and Workshops with Renowned Organizations and Personalities of Pakistan.   Personal Profile  Date of Birth **:** 18-03-1994 Nationality **:** Pakistani Father's Name  **:** Mansoor Ahmed CNIC **:** 35202-8447192-2 Languages **:** English, Urdu  Reference  Available upon request. |
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