**Hira Arshad**

Date of Birth, 14 march, 1988

Married

Lahore, Pakistan

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**WORK EXPERIENCE**

***Subject specialist – Science***

***Association for Academic Qualification* [Jan 2015 – SEP 2016]**

***High school science teacher***

**Iqra roza-tul-ittfal pak mint campus [APR 2014 ­­– NOV 2014]**

***Chemistry teacher***

**Peak Alma American school system mughalpura. [NOV 2012 – JUN 2013]**

***High school science teacher***

**Grace way high school [APR 2009 ­­– JUN 2011]**

***High school science teacher***

**Al-samnan high school [SEP 2007 ­­– MAR 2009]**

**ACADEMICS**

**Masters of chemistry**  Division 1st , Percentage: 82 % 2013

University of education township campus lahore.

**Bachelors of education** Division:2nd , Percentage: 65% 2012

Subjects: Chemistry & Biology

Allama iqbal open University

**Masters of Islamic studies** Division 2nd , Percentage: 58 % 2011

University of Punjab Lahore.

**Bachelors of science** Division:2nd , Percentage: 58% 2007

Subjects: Botany, Zoology, Chemistry

Islamia college for women Lahore cantt.

**PROFESSIONAL SKILLS**

* Highly organized and able to meet deadlines.
* Planning and implementing lab-based science lessons based on school standards.
* Constantly encouraging students to grow learn and improve.
* Keeping accurate student report cards as well as attendance and discipline records.
* Teaching Science to groups of students from all abilities.
* Dealing quickly with inappropriate student behaviour.
* Modifying lesson plans to heighten learning.
* Marking a student’s coursework work. Involved in shaping the future of the school.
* Ensuring that all lessons are planned with clear aims and objectives.
* Working in partnership with other teaching staff on a daily basis.
* Encouraging all students to be actively engaged in their own learning.
* Experience of working with at-risk students.

**Personal skills**

* Treating all students fairly, consistently and without prejudice.
* Setting a good example to students in terms of appropriate dress, punctuality and attendance.
* Physically fit and able to remain standing for long periods of time.
* Able to teach students from culturally diverse backgrounds.

**AREAS OF EXPERTISE**

* Student development
* Lesson plans development
* Teaching techniques
* Curriculum design
* Classroom teaching
* Developing syllabus

**PUBLICATIONS**

* Grade 1, 2 and 3 science textbooks of international series
* Continue working on grade 5.

**Computer & other knowledge**

* MICROSOFT OFFICE ( WORD)
* Presentation writing & Oral Communicating skill.
* Quality Control & Assurance Skill
* Windows XP troubleshooting.

**COMMUNICATION &LANGUAGE PROFICIENCY**

* Spoken: English, Urdu , Punjabi
* Written: English and Urdu