**Dur E Shawar**

**Location: Flat# 14, Building# 35, Sector ‘C’, Askari 11, DHA, Lahore**

**Telephone: 0312-2639514**

**Email: syeda\_shehwar@live.com**

**Professional profile**

To encourage creativity and higher-order thinking in a way that increases student performance.

**Career summary**

**Jul- 2019 – Sep-2019 St Francis School, Karachi**

**Class Teacher**

*Key responsibilities*

* Delivering lectures to secondary classes (6th to 9th)
* Making Lesson Plans for Computer Science and Science subjects, Helping students academically, Lesson Preparation, Preparation of material and aids for teaching, Organizing Class Room Tasks, Making and Grading Assignments, Maintaining a Record of Student’s work, Escorting them to trips and picnics etc.
* Planning and Scheduling of the Course in accordance with the prescribed syllabus in co-ordination with the Examination Schedule around the year.
* Preparing Lesson Plan keeping in mind the learning objectives, teaching methodology, number of teaching periods available, teaching material aids to be used in co-ordination with the colleagues and the Principal.

**Apr- 2019 – Aug- 2019 District Account’s Officer, Jhelum**

**Internee**

*Key responsibilities*

* Payroll
* Pensioner accounts verification
* Resolving issues related to pension

**Education and qualifications**

* Bachelor of Computer Science from University of Engineering & Technology Lahore(UET) in 2015
* Intermediate (I.C.S) Army Public School And College, Jhelum (Pakistan) in 2010
* Matriculation(SSC) Quaid Model School, Dina (Pakistan) in 2008

**References available on request**