

Objective

To be a success factor in an Organizational growth, excellent and optimum utilization of personal abilities and skills that will help me to attain a good managerial position.

Professional & Academic Education

<i>Particulars</i>	<i>Year</i>	<i>Institute</i>
Master of Business Economics (MBEcon)	2005	University of Punjab
B.COM	2000	Punjab Collage of Commerce

Experience**Alma mater school**

Nov 2007 – June 2011

Senior Teacher

I served as a Senior Teacher in Alma Mater School. Following were my key responsibilities entailed:

- Taught following subjects to grade 2- 6:
 - English
 - Computer Science
 - Science
 - Social Studies

American Lyceum School

Sept 2012 - April 2014

Head Senior Teacher

I served as a Head Senior Teacher in American Lyceum School. Following were my key responsibilities entailed:

- Taught following subjects to grade 4 -5:
 - English
 - Science
 - Social Studies

Other Remarkable Achievements

- Won various awards and certifications at School level through participation in various competitions.

Professional Development And Training Courses

Participated in various in-house training courses on the following topics:

- Data Integrity and Privacy Course & IT-Security Policy Course.
- Intellectual Workshops and Training Session.

IT Proficiency

Being a quick learner, I tend to adapt to the use of new programs and software, using them innovatively in order to produce economically efficient results.

- Proficient in Microsoft Office applications as a tool for preparation of business reports, general correspondence and presentations.
- Proficient in Microsoft Excel, Projects and PowerPoint.
- Knowledge & practical experience of system oriented working environment.

Personal Information

- Marital status: Single
- Gender: Female
- Languages: English, Punjabi and Urdu
- Nationality: Pakistani

Skills

- Target oriented and good team player.
- Sound Communication and Presentation skills.
- Strong Analytical skills.
- Strong On-the-Job learning skills.
- Social diplomatic skills.

Extra-Curricular Activities

Teaching, reading Books and recitation.

References

Will be furnished on request.