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| **Gulfjobseeker.com CV No:** **963360****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> |  |
| Service oriented professional with 1 year of proven work experience in the field of Teaching. Possess ability to perform well under work pressure and tact to deal with children. Proactive and well-organized team player with good communication, coordination, negotiation, organizational, interpersonal and time management skills. Want to work in a good environment will try 2 prove my skills.  | **Strengths** * Administration and Coordination Skills
* Convincing & Negotiation Skills
* Hardworking-Reliable-Sincere
* Confident – Self Starter - Flexible
 |
| **Achievements** |  |
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| * Remarkably attained consistent career growth plus enhanced management skills.
* Consistently demonstrated resourcefulness and initiative in support of top management with flexibility in working well in cross-functional teams.
* Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
* Recognized as a quick learner and can easily adopt to company procedures.
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| **Career Progression** |  |
| Lecturer Institute: Hamza Army Public College Stadium Road Rawalpindi.  Teacher Institute: Oasis High School Ali Road Rawalpindi Cantt |

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| **Education** |  |
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**MSC (Pakistan studies)** Session: 2004-2006

**University: Quaid-i-azam university Islamabad.** 1st division

**BA (Stats, Computer Sciences, Persian)** Session: 2002-2004

**Institute: Government post graduate college for women** 1st division

 **Sattlite town Rawalpindi .**

**B.Ed (Arts)**

**Institute: Allama Iqbal Open University Islamabad**. 2013

**FSC (Math , Stats, Computer Sciences)** Session: 2000-2002

**Institute: Government post graduate college for women** 1st division

 **Sattlite town Rawalpindi .**

**Matric (Science)**  Session: 1998-2000

**Institute: F.G.Girls High School Kashmir Road Rawalpindi**. 1st division

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| **IT Skills** |  |
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| * Well versed in MS Office Suite (Word, Excel. PowerPoint), Internet & E-mail Applications
* Skilled in operating various office equipments (Fax, Copier, Scanner)
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| **Personal Details** |  |
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| Nationality | : | Pakistan |
| Date of Birth | :  | 2 September 1983 |
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| Languages | : | English & Urdu  |
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