**Gulfjobseeker.com CV No:** **1208832**

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 ***Personal information***

|  |  |
| --- | --- |
| Nationality | Pakistani |
| Date of birth | 07th May 1987 |
| Gender |  Female |
| Religion  |  Christianity ( Roman Catholic) |

***Career Objective***

To become a part of a dynamic group where I could further explore the skills and

Capabilities which I gained in the whole academic career, and to serve in a

Challenging work environment and equally vast opportunities of career development

Based upon achievements and results.

**Professional Education**

Title of Qualification awarded: **BBA (Hons) Bachelors in Business Administration**

Dates : 2005 to 2009

Name of University : **CECOS University**

 Institute of Information & Management Sciences Peshawar

 Pakistan

Commutative G.P.A : **3.14 /4.00**

Aggregate Marks : **70.80%**

Specialist course work : **Human Resource Management**

**Previous Education**

**D.COM** Passed in 2005, I got 2nd division from Poly technical institute for women.

**Matriculation**  Passed in 2003, I got 1st division from St. Michael’s Covent High School.

**Work Experience**

* As assistant in **Call center** ,Cathedral school on part Time from 2007-2008
* 2 Month as Internee student in **SAMBA Bank Ltd,Peshawar** Main Branch Peshawar Cantt,Pakistan
* “2 Years”doing **Teaching** in **Bloom Field School in University town**, Peshawar (**Still continue)**

**Introduction of Bloom Field Hall School**

Bloomfield Hall is one of the major educational institutions in Pakistan. It was established in 1984 by educationists from the UK and Pakistan. The aim of the project was to provide British style education leading ultimately to British qualification. Pupils of Bloomfield Hall are prepared for the GCE “O” and “A” level examinations of the UK examining bodies.

**Job Description at Bloom Field Hall School**

* Teaching all areas of the primary curriculum
* Taking responsibility for the progress of a class of primary-age pupils
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment
* Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class
* Motivating pupils with enthusiastic, imaginative presentation
* Maintaining discipline, preparing and marking work to facilitate positive pupil development
* Meeting requirements for the assessment and recording of pupils' development
* Providing feedback to parents and cares on a pupil's progress at parents' evenings and other meetings
* Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area
* Keeping up to date with changes and developments in the structure of the curriculum
* Organizing and taking part in school events, outings and activities which may take place at weekends or in the evening

**Research work and Article**

* I did research study on the “**women’s empowerment in Pakistan**”
* I wrote Article in my university journal publication on

 **“Capacity Building of women”** & **“Awareness- Rising in women’s”**

**The Main theme of my research and articles** is Training of the women to encompass the whole range of women’s citizenship as voters, candidates and elected officials. It will include voters’ rights awareness; young women’s leadership training; how to run and win; and skills-building for women who got elected in the local councils, and the provincial and national assemblies. These skills include developing a policy agenda; articulation and negotiation; influencing and shaping policy decisions, and allocation of resources.

**Computer skills & Competences**

* Competent with most Microsoft Office software and Internet Browsing.

**Social skills & Competences**

* I have worked in various types of team projects for on HRM and I have also participated in different workshops, conducted many seminars and surveys for different HR organizations and Active member of the HR society of CECOS University and Tutorial Group.