**personal Summary**

I m 28 years old lady,born in Pakistan.Moved to Kuwait in 1990 with family.and now moved to UAE with husband and two kidz.I am looking for any position related to my experience and qualifications. Administration,Managemant,Teaching,receptionist, supervision,call center or any office work of nurseries ,schools,Universities and Learning centers.or any office and secretarial position in a reputed organization.

I have excellent command on English language, also speak and understand Arabic little bit.one year class teacher experience of primary level in English school Farwaniya,Kuwait.one year Representative experience of University's Magazine (Forman Christian University).Five months experience of Administrative in Imperial institute Kuwait.Two years Managerial and Administrative work experience in Al-Maghawi Co.Kuwait.I also have one year English Teaching training diploma.supervion and staff appraisal certificate.

I wear Vail and have Arabic personality.

Currently doing Masters in Educational Leadership and Management. I have memorization Quran Degree issued by Wazara Awqaf Kuwait. Three vocational Islamic courses from IPC Kuwait. I had been taking part in Quran competitions,English Language competitions,Drwaing Competitions,Poetry Competitions,Got first position in Quran Competition which was held by Al Khurafi Co.Kuwait.

**Academic Records**

 **M.A ELM ( Educational Leadership And Management)**

currently doing Master

 **Modules include:**

* Office management
* The Principalship
* Leading Change in Educational Organization
* Trends and Issues in School Leadership
* Education Supervision and Leadership
* School Supervision and Evaluation
* Behavior Management in Schools
* Staff Development
* Teacher Appraisal and Development
* Instructional Leadership
* Staff Appraisal
* Philosophy of Education
* Qualitative Research
* Assessment and Evaluation
* Quantitative Research
* Staff Appraisal
* Office Management
* Curriculum Studies
* Management of Co-Curriculum Activities
* **The university of Punjab Lahore**
* **B.A** (Bachelors of Art and Humanities)

**Major** : Mass Com, English, Persian.

* **F.C (The Forman Christian University Lahore)**

 **One year P.G.D in ADELT (Advanced Diploma in English Language Teaching Training)**

 Modules include:

* Methods and Techniques of Teaching **EFL**
* Phonology and Phonetics: Teaching the Sounds of English
* Teaching Language Skills
* Computer Assisted Language Learning **(CALL)**
* Psycholinguistics and Sociolinguistics
* Syllabus Design and Material Evaluation
* Assessment and Error Analysis
* Content and Language Integrated Learning **(CLIL)**
* Microteaching
* **Virtual University Lahore**

**MIT (Master of Information Technology) (2 Semesters Freezed)**

**Modules include:**

Introduction to Programming Data Communication

Business and Technical English Writing Financial Accounting

Principles of Marketing Principles of Management

Data Structures Object Oriented Programming

Database Management Systems Software Engineering – I

Organizational Behaviour

Computer Architecture and Assembly Language Programming

* **Sand’Zaar Vocational Gov College**

**Art and Craft course**

* **Peak Solution College Lahore**
* Computer Hardware and Troubleshooting
* MS Office

**Degree of Memorization Quran attested from Wazara Auqaf Kuwait**

 **Experience**

* One year worked as an Event Manager,Universities survey,artical writter, Representative

 **Folio Magazine of Forman Christian university Lahore**

* One year Administration and Management experience in Educational Organization
* **Microteaching (ELT) (EFL) (CALL)**

**Forman Christian University Lahore**

* one year **Teaching** experience

English ,Social science,Islamic studies and Quran

* **Primary class Teacher**

**Pakistan English School Farwaniya ,Kuwait**

* **Imperial Institute of Khaitan, Kuwait**
* **Office Management and Administration,Secretary**
* **English Grammer**
* **English Spoken**
* **IELTS**
* **Bacholers of Art (novel and poetry)**
* Inspection and Teachers Appraisal

 **Army Public School**

 **Achievements**

* **Award “Writer of the Month”**

 **Folio Magazine of Forman Christian University**

* **International Teachers Conference**
* **Professional Development Coference**

 Forman Christian University Lahore

* **Best Teacher of the Year**
* **Award of Best Holy Quran Teacher**

 P.A English School, Farwaniya,Kuwait

* **Good position in Drawing**

 Kuwait Khalifa school

* **Position in Quran competition**

Khurafi, Kuwait

* **Biography of the Prophet Course**
* **Islamic Creed Course (with Grade very Good)**

 I.P.C Kuwait

* **English language spoken Competition**

 Peak Solution College

* **English Language Skill Competition**

 Educational Foundation

* **Tariq Aziz T.V Show “Winner of poetry Segment “**
* **Open Art Competition Organizer and Winner**

 Foilo Magazine of Forman Christian University Lahore

**First Name of Application CV No:** **1654818**

Whatsapp Mobile: +971504753686

