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| --- | --- |
| **Kamran**  |  |

**Career Objective**

Work in an organization on a challenging position to experience a career to develop and enhance my skills, work hard to achieve more expertise in my field while keeping organizational objectives at top priority.

**Professional Experience:**

**I.T In charge at Brilliant International School System Sep 2015-Feb 2016**

* Handles all activities related to computer.
* Manages computer lab
* Making fee vouchers and collecting fees.
* Handles sports activities.
* Handles troubleshooting and hardware problems.
* Handles indoor/outdoor activities of the organization.
* Dealing with other branches of the school.
* Corresponding with bank.

**Computer operator and lab in charge**  **Sep 2014 – Aug 2015**

At**TheSmart school**, Sialkot, Punjab, Pakistan.

Major Responsibilities:

* Teach computers to different classes and arrange computer practicals.
* Handle all the office work.
* Manage all the indoor and outdoor activities of the school.
* Helping students to operate computer and complete assignments on Flexi master.
* Conduct daily presentation of different subjects.
* Preparing routine tests and exams on MS Word , In-Page and MS-Excel.
* Prepare School time table and class schedules.

**Teacher**(24 months) **Sep 2012 - Aug 2014**

At **St Mary’s High School**, Sialkot, Punjab

Major Responsibilities:

* Preparing and delivering lectures to metric students.
* Maintains a healthy learning environment for the students in the classrooms.
* Promoting student engagement in order to inspire and encourage progress.
* Supervising student’s laboratory performance, assignments and examination papers. .
* Participating in the development of appropriate syllabuses, materials and schemes of work. Evaluating student’s progress by graded test and assignments.
* Supporting classroom management and assisting with general administration.
* Maintaining the fabric of the classroom and creating a stimulating environment for students to work in.
* Keeping up to date with new teaching initiatives.
* Maintains records of student admissions and records.
* Teaching within the designated subject areas.
* Participating in appropriate meetings with parents.
* Planning and preparing appropriate lessons and suitable teaching materials.

**Teacher**(6 Months) **Mar 2012 - Aug 2012**

At **Perfect Foundation High school**.

**Major Responsibilities:**

* Able to interact and form relationship with other professionals and agencies associated with schools.
* Can support students with emotional or behavioral problems and help to develop their social skills.
* Excellent classroom skills.
* Playground monitoring and interventions.
* Strong Behavior management skills.
* Providing regular feedback regarding student’s progress to teaching staff.
* Responding to accidents and emergencies relating to students**.**

**Certificates and diplomas:**

* Attended 3 day training organized by smart school a project of City School, At City School Lahore
* NTS by government of Punjab

**Professional Skills & Expertise:**

* **Microsoft Office** speciallyWord&Excel
* **Software Packages** G.W Basic, In-Page and Fleximaster
* **Computer & Internet literate**
* Managing contacts, groups, spread sheets, word documents (in Google Drive)
* Windows Installation, technical knowhow& missing driver’s installation.
* Windows, internet, excel, word, and general short keys expertise.
* Microsoft Outlook Express (Email Handling)

**Academics:**

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**BSC**(Bachelors in Computer science) **Aug 2012**

From University of Punjab, Pakistan

** FSC**(Pre-Engineering) **Aug 2010**

From Govt. Murray College Sialkot, Gujranwala Board, Pakistan

**Matric**  **Aug 2008**

FromCathedral School, Sialkot, Gujranwala board, Pakistan

## Other Information:

**Language:** English, Urdu and Punjabi **Marital Status:** Single

**Date of Birth:**  16-August-1990 **Current Residence:** Sialkot, Pakistan

**Interest / Hobbies:** Playing Cricket, Listening music, Technology Updates, English Movies.

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