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|  **UZMA** **Personal Information** **Date of birth: 04 October, 1977****Nationality: Pakistan** **Availability: Immediately**  |  |

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| Objective |  I am enthusiastic to carry out endeavors in my professional career by working within a stimulating and challenging environment in a reputable organization which would enable me to use and disseminate my educational knowledge, skills, tools and expertise in the field of Mathematics. I want to excel to a level where my professional knowledge and skills can provide optimum benefits to the organization and students. |

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| Qualification | **M. A Top Up Islamic Banking and Finance**Level attained Masters DegreeInstitute Mark field Institute, Leicester, United Kingdom **PGD Business Management** Level Level-7Institute London Waltham College, United Kingdom**LLB**Level attained Bachelors DegreeInstitute The University of Punjab, Lahore**M.Sc Maths**Level Attained Masters DegreeInstitute The University of Punjab, Lahore**B.Sc Degree**Level Attained Bachelors Degree Institute The University of Punjab, Lahore**F.Sc**Level Attained High School / A Levels Institute Govt. Degree College for Women, Wahdat Road, Lahore**HSSC**Level Attained Matriculation / O levels Institute Board of Intermediate and Secondary Education, Lahore  |

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| Key SkillsExperienceOther Skills | **Professional Key Skills*** A good and effective presentation with strong communication & negotiation and facilitation skills
* Logical and methodical approach to achieving tasks and objectives
* Strive for quality education to learn and grow
* High personal integrity, diligent and conscientious
* Good interpersonal skills, great team worker
* Adaptable and flexible, well organized scheduler and planner
* Motivate, encourage and create trust in student and colleague
* Reliable and dependable
* Determined and decisive
* Good listener, caring and compassionate and gender & environment sensitive
* Good starter, enthusiastic in finding openings and opportunities
* I can work well both in a team and on my own. I am an excellent time keeper and a hard worker and can understand a person’s needs very quickly.
* Result oriented and productive intellectual analyst

**M Q FOUNDATION -Lahore, Pakistan**Worked as Mathematics Teacher from April 2015 to till last week* Teaching mathematics to GCSE, O-Level and A-level students
* Teaching planned lessons to pupils of differing intellectual levels
* Responsible for the delivery of written and oral reports regarding pupils and professional development
* Teaching planned lessons to pupils of differing intellectual levels
* Short, medium and long term planning of lessons to meet the syllabus / Curriculum requirements

**Subject Specialist Teacher (Mathematics)** (March 2012 to December 2014) * 3 years continuous experience of teaching mathematics to GCSE, O-Level and A-level students in London
* Short, medium and long term planning of lessons to meet the syllabus / Curriculum requirements
* Teaching planned lessons to pupils of differing intellectual level

**Prime Tuition Centre– Brixton, London**(April 2011 to February 2012)* Faculty of Science, English and Mathematics
* Teaching planned lessons to pupils of differing abilities.
* Regular reviews of personal Profiles and pupil achievement targets.

**Gift Tuition Centre-Barking, London**(October 2010 to March 2011)* Responsibility for the social and emotional uplift of pupils.
* Responsible for the delivery of written and oral reports regarding pupils and professional development.

**M Q FOUNDATION -Lahore, Pakistan**(April-2005 - September 2010)* Supporting the Class Teachers in a variety of advance lessons including Numeracy, Literacy, ICT and Science. Working with individuals and small groups of children with varying intellectual level.
* To deliver lectures on mathematics to higher classes
* To prepare students for daily extracurricular activities
* To hold competitions among the classes on school level
* To help organize all indoor as well as outdoor school functions and work shop

**JAUHAR FOUNDATION HIGH SCHOOL**-**Lahore, Pakistan**September 1999 - March 2005**Administrator and Senior Teacher*** To deliver lectures on Mathematics to senior classes
* To hold meetings with Head of the institution, community and teachers
* Several other issues related to school and children
* To prepare students for daily extracurricular activities
* To hold competitions among the classes on school level
* To help in all school functions inside and outside the premises
* To hold meetings with staff, students’ parents as Administrator
* To assist the management in making decisions regarding improvement in school management, improvement in teaching methods, discipline, and increasing the capacity of vulnerable students in school

**Danish Kada Academy** -**Lahore, Pakistan**June-1997 - December 2002**faculty of English, Urdu, Mathematics & Science (Lecturer)*** To deliver lectures on various subjects of Mathematics to I-com, B-com, F.Sc. & B.Sc classess.
* Supporting the Class Teachers in academic problem resolution including Numeracy, Literacy, ICT and Science. Working with individual and tutorial groups of students with differential reception  level.
* To deliver lectures on the related subjects to higher classes
* To prepare students for daily extracurricular activities
* To hold competitions among different batches on school as well as intra schools level
* To help in all inside and outside school functions

**Computer Literacy*** I have command on use of ICT. I developed a team of junior teachers in the use of computer equipments, software and hardware in my school.
* I am proficient in Microsoft Word and have experience of using Microsoft Office NT applications including Excel, XP and PowerPoint. I have knowledge of various data entry systems and I am confident in the use of peripheral equipment such as   scanners, digital cameras and video conferencing projectors.
* I am skilled in the use of Internet, e-mail and have basic Web Design and editing knowledge.

**Job Seeker First Name / CV No: 1714596**[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php) New_logo.gif |