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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 Degree  Institute Mark field Institute, Leicester, United Kingdom  **PGD Business Management**  Level Level-7  Institute London Waltham College, United Kingdom  **LLB**  Level attained Bachelors Degree  Institute The University of Punjab, Lahore  **M.Sc Maths**  Level Attained Masters Degree  Institute 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 Skills  Experience  Other 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 |