PERSONAL INFORMATION:

Name: IRAM

[IRAM.297495@2freemail.com](mailto:IRAM.297495@2freemail.com)

I am a hard working, honest, punctual, dedicated, organized and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills. I am outgoing and tactful, and able to listen effectively when solving problems.

Academic Qualifications:

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| **CERTIFICATE/ DEGREE** | **BOARD / UNIVERSITY** | **SUBJECTS** |
| M.PHIL in ENGLISH | LAHORE LEADS UNIVERSITY, LAHORE. | APPLIED LINGUISTICS |
| M.A. TEFL (continuing) | ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD. | APPLIED LINGUISTICS  SEMANTICS  RESEARCH METHODOLOGY  ESP |
| M.A. ENGLISH | NATIONAL UNIVERSITY OF MODERN LANGUAGES, LAHORE CAMPUS. | LITERATURE  LINGUISTICS  TEFL |
| BACHELOR (2 YEARS) | GOVT COLLEGE FOR WOMEN, SHEIKHUPURA. | ECONOMICS  ISLAMIC STUDIES |
| INTERMEDIATE | B.I.S.E LAHORE | EDUCATION  URDU ADVANCE  ISLAMIC STUDIES |
| MATRICULATION | B.I.S.E LAHORE | MATHEMATICS  BIOLOGY  PHYSICS  CHEMISTRY |

Certificate:

Short course of computer and office management

PERSONAL QUALITIES:

* Self motivated
* Confident
* Creative
* Adaptable

COMPUTER SKILLS:

* Microsoft office word
* Microsoft office power point
* Microsoft office Excel

Other Skills:

* Impressive Management skills
* Good Communication skills
* Problem-solving skills