Name: **Amna Ghulam Mujadad**

**Career Statement**

Accomplished Master of Philosophy inInorganic Chemistryby scoring 1stposition with a throughout shining study carrier by scoring top positions. Have superior knowledge of capacity building and sustainability in social sector. Seekingan entry level position to start my carrier in order to utilize my qualification and skills

**Key skills and expertise**

* **Communication skills:**Good capacity to communicate clearly, both oral & writing. Ability to make contacts easily and to work as part of a team in a multicultural environment

# Personal Qualities: Flexibility to work under pressure and to respond quickly to new demands with a high degree of commitment and responsibility

# Language:Good writing and spoken English, Urdu, and Punjabi

# Computer Literacy: Having expertise in MS WORD, POWER POINT and EXCEL

**Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major** | **Passing Year** | **Institution** | **Percentage Obtained** | **Position / Grade** |
| MPhil in Inorganic Chemistry | 2016 | BZ University Multan | 3.78/4.00 | 1st |
| Master of Education (M.Ed.) | 2015 | AIOU Islamabad | 75% | 1st |
| MSc in Inorganic Chemistry | 2014 | BZ University Multan | 3.76/4.00 | 2nd |
| Bachelor of Education (B.Ed.) | 2013 | AIOU Islamabad | 74% | 1st |
| BSc in Botany Zoology Chemistry | 2012 | BZ University Multan | 73% | 1st |
| FSc Pre-Medical | 2010 | BISE Multan | 80.72% | A+ |
| Matric | 2008 | BISE Multan | 88.5% | A+ |

**EMPLOYMENT HISTORY**

**4/2014- To date**

**SESE (Science) in Education Department Punjab, Pakistan**

**Location: Vehari**

**Key responsibilities:**

* Toconduct need based analysis to identify the area where the teachers need guidance.
* Capacity building of teaching staff of the less effluent, un-deprived and marginalized schools for the provision of quality education.
* To prepare the teachers for those challenges which they face in their daily routines and to inject them those methods where they feel more secure and confident while teaching the students in class room.
* To conduct workshop by using AV aids, Models, Real material, Pictures, Slides, OHP etc.
* To improve their sharing and learning skills by group work and activities.
* To strengthen the working relationship of mutual understanding, sharing skills between PEF and others partner Organizations

**TRAINING / WORKSHOPS ATTENDED**

**During 1012 to 2014**

* **Teachers Training:**3 days Teachers Training in KIPS Multan.

# Skills Development Training: 4 days Counseling Training at KIPS Multan.

# Refresher Training:2 days Refresher Training about Counseling in SED(School education department) Vehari.

**During 2015**

* **Workshops of SLDP for (Skill learning development programme):**Attended (SLDP) workshops organized by Punjab Education Foundation for 3 days in Vehari.

# Workshops on CPDP (Continuous Professional Development Programme): Attended a 24 days induction training by DSD(Directorate of staff development) at GMHS Vehari.

**PERSONAL INFORMATION**

Date of Birth : January 2, 1993

Marital Status : Single

Nationality : Pakistani

**Job Seeker First Name / CV No: 1843308**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

