## HeenaHina

**Email**: [hina.338417@2freemail.com](mailto:hina.338417@2freemail.com)

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| Objective |

Willing to work in highly competitive environment and have dedicated for challenges jobs highly motivated to build a bright career through personal efforts and struggle in innovation esteemed organization special interest.

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| Working Experience |

**School Teacher:**

Alam Academy Abbottabad (School, College & Hostel) **(March 2011-Present)**

Presently working as a Sr. Teacher at Alam AcademyAbbottabad.

**My duties and responsibilities as a teacher are:**

* Maintain discipline in the classroom; methodology provide resources for lessons; simplify lesson plan in line with curriculum objectives and assist students to prepare for examinations.
* Assess and look after students’ progress.
* Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects of the curriculum.
* Meet with parents and school administration in a professional capacity to present information gathered during fact finding missions in an effort to improve student participation and elevate performance.
* Ensured that all students comprehended the curriculum, and supported students who required extra guidance resulting in writing and reading comprehension.
* Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students.
* Consistently communicated with parents to report on student behavior, social, and developmental progress, as well as note on any observed health conditions.
* Maintaining updates and accurate student’s records.
* Explored use of technology within classroom and during field trips, allowing students to become better self-learners, and gaining 97% pin parental approve and positive feedback.

**School Teacher: (Feb 2010 to Feb 2011)**

Working as Math & Computer teacher in Mansehra Public School and College Mansehra**(M.P.S)**

**Responsibilities Executed:**

* Possess strong communication and analytical skills and have the ability to extract, interpret and present relevant information and advice to management.
* Use of aids (Math lab, smart board etc.) to give concrete idea of the concepts to the students.
* Concentrates on feedback from students.
* Keeps good relation with the students.
* Strong interpersonal abilities, with the ability to communicate and work with personnel from a wide verity of professional disciplines and nationalities.
* Well organized capable of operating to tight deadlines.
* Good Computer skills.
* Good communication skills, easily understood by students.

**Achievements & Trainings:**

* Special recognition by Principal for good work.
* 100% result in every class.
* Attended Teacher’s Training Program.
* Attended 5 days Math lab training conducted by OU.
* **Learning and Training skills**

**Internship(WHO) Islamabad Pakistan: (21st April to 31st June 2008)**

**Organization: United Nations for World Health Organization (WHO) Islamabad Pakistan.**

* Three month internship with WHO as data operator.
* One month volunteer Work for WHO in earthquake effected area as a data operator for EPI info Software for disease early warning system.

**Certificates Awarded:**

* Logistic support system (LSS) United Nation tool for Managing logistics conducted by United Nations. Disease.
* Early Warning System (DEWS) analysis of data per week per community surveillance system established in Earthquake affected areas of Pakistan.

**Workshop:**

* Three days training workshop on Participatory and Action (P.R.A) held at Executive District Health Office Mansehra, on 26-28th June 2008 (Organized by W.H.O).
* Awareness raising workshop on Disabilities for Health Professionals, Teachers and Counselors. Held at Mansehra on 23rd -24th May 2008 (Organized by W.H.O).

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| Academicals Qualifications |

**Degree Awarded:**

**B.Ed.** Teacher Training course, **(Session: 2015)**

From Alama Iqbal Open University Islamabad Pakistan.

**Diploma** of Taleem ul Islam **(Session: 2009)**

From Al Huda International Islamabad.

**BCS Hons:** BACHELOR OF COMPUTER SCIENCE **(Session 2003 – 2006)**

From Hazara University KPK Pakistan.

**Major subjects:**

Introduction to C programming ;Introduction to Computer; Basic Accounting; Electric and Electric Circuit; Calculus ; Advance C; Fundamental of Algorithms; Data Structure; DLD; Differential equations and numerical Analysis; Object oriented programming; Operating system concepts; Statistics & probability ;Software engineering. Data Communication and Networks ; Computer system Architecture ;Modern OOP; Business Communication; Web Programming ; Human Resource Management ;Data Base system ; Project Management; Principle of Marketing**.**

**Key Proficiency:**

* Software Engineering
* Data Communication and networks
* Project Management
* Human Resource Management
* Human Resource Management
* Principles of Marketing

**PROJECT:**

* Title: Online court Management system in Hazara Division Pakistan.

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| Computer Skills |

Windows, Windows 98, XP, VISTA, & 7, 8, 10, Browsing E-mails, Net Surfing.

Strong skills in MS office (word, Excel) and also Microsoft outlook.

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| Personal Info. |

Date of Birth : 10th May, 1984

Nationality : Pakistani

Visa Status : NA

Marital Status : Married

Languages : English, Urdu, Hindi, Arabic.

Languages Write : English, Urdu, Arabic.

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| Interests and Activities |

Drawing &Designing, Painting & Sketching, Reading Books, Computers, Games, Volleyball, Table Tennis, Badminton, etc.

**Declaration:**

I **Hina** try to live up to the pressure of the occasion, making sure to meet deadlines and targets, which I have set for myself. I am a conscientious highly motivated person and have the natural ability to adapt to all environments.

By working for your organization. I can expand my skills and can make a valuable contribution.

**REFERENCES:**

Reference Would Be Furnished On Request.