Hira

Hira.347216@2freemail.com

**Summary:**

Started work as a science teacher and continued it until 5 years. Done Bs (Hons) Bioinformatics from International Islamic University Islamabad with Post graduate diploma in Human Resource Management from Virtual University Islamabad. Highly proficient IT skills. Possessing excellent organizational, planning and time management skills. Adaptable and able to get along with colleagues and parents. A confident and reliable individual with a pragmatic approach to solving problems. Recently worked as a science teacher at Bahria Town International Academy.

**Experience:**

1. **Bahria Town International Academy Islamabad Pakistan 14/03 2013- 20/12/2016**

Worked as a science teacher from grade 5 to grade 7, performs duties as a class teacher for grade 5 .Handle the matters related to class management and decoration of class result preparation and parent teacher meeting.

1. **The Educators School Gulrez Campus Rawalpindi Pakistan 1/3/2012 -4/3/2013**

Perform duties as a class teacher, taught general science to grade 5 till grade 7.Attend Parent teacher meetings.

1. **Intern ship at Biogenetics Center Islamabad Pakistan 7/9/2011**

Worked as internee for 3 months. Main duties are to extract human DNA using blood samples

1. **Intern ship at National Agriculture Research center Pakisatn 6/7/2010**

Perform duties as Lab assistant help senior scientist to develop media /cultures for plant protoplasm growth

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| **Language:** Urdu (native) , English (written and spoken) Fluent |
| **Education:****Post Graduate diploma in Human Resource Management from Virtual university Islamabad**  **Pakistan 2013**-14 **Bs(hons) Bioinformatics from international Islamic university Islamabad Pakistan 2007 -2011**Degree project Thesis “Single nucleotide Polymorphism and computational analysis of DPP4 gene effecting Diabetes Type 2 in Pakistani Population.INTERMEDIATE, FSC | 2005-2007 | joint services school and COLLEGE. rAWALPINDI.PakistanPre-MedicalMatriculation| 2005 | siddeeq public school, 6th road, satellite town, rawalpindi.PakistanMajor: Science |
| **Certificates and Awards:** * Award of appreciation for aesthetic work in 2016
* Award of appreciation for organizing an event in 2015
* 1st prize in cultural show event at International Islamic university Islamabad
* Certificate for arranging seminar about Computational Biology 2010
* Certificate for arranging poster competition about Bioinformatics 2010
* 1St prize in Interschool painting competition Islamabad organized by SOS village

**Key skills:*** Attended a lot of Parent Teacher meetings have ability to face parents in all type of situations
* Complied results on excel and prepared report cards in less time span
* Work as a team leader in most of the projects, with great leadership skills.
* Preparation and delivering of more than 20 power point presentation to an audience account of more than 50
* Good computer skills, efficient at using Microsoft office word, excel and power point.
* Organise many functions in school, work as a team leader in sports day function, remain in charge for decoration of different events as annual day and debate competition
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**Extra Curricular activities:** Fond of painting and art work with great aesthetic sense & Participated in many badminton tournaments