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**Fozia**

**Bio Data**

**Visa Status: Husband Visa**

**Languages: English, Urdu, Hindi**

**Nationality: Pakistani**

**Contact Information**

 **Mobile C/o 0502360357**

**Email:** **fozia.358109@2freemail.com**

**Education**

 ***Degrees***

* **Masters in Political Science from University of Karachi in 2009**
* **Masters in International Relations from University of Karachi in 2006**
* **Bachelors in Commerce from Premier College, Karachi in 1987**

 ***Diplomas***

* AMI - Montessori Diploma from Association Montessori Internationale Holland in 2016
* Diploma in Information Technology from N.P.T.C.I, Karachi in 2001

**Professional Experience**

* ***Principal/Montessori Directress***

 The Highbrow School July 2006 – June’2014

 Karachi

* ***Administrator***

 Masters Inn Institute August 2011 – June’2014

 (Evening Coaching Centre)

 Karachi

* ***Assistant Vice Principal***

 (Head of the Branch, Stationery Head and Syllabus Coordinator, Junior Section)

 The Educational World April 1999 – June 2006

 Karachi

* ***Senior Teacher***

 Subjects: English

 The Fatima School October 1997 - April 1999

 Karachi

* ***Head of the department & Subject Coordinator***

 Subjects: English, Pakistan Studies, Urdu

 Rosary Grammar School March 1996 – October 1997

 Karachi

* ***Officer, G-II***

 International Banking Division

 First Women Bank January’1991 –January 1996

 Karachi

**Workshops Attended**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Period** | **Institute** |
| Lesson planning | 03rd June’1996 | Rosary Grammar School |
| Communication skills | 30th September’2000 | World Group of Educational Institutes |
| Lesson planning | 28th October’2002 | World Group of Educational Institutes |
| Assessing Language | 7th February’ 2004 | World Group of Educational Institutes |
| Transport Management | 24th December’2003 | World Group of Educational Institutes |
| Accounts management | 24th December’2003 | World Group of Educational Institutes |

**Workshops Conducted**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Period** | **Institute** |
| English Language Classes | September’96 –May’97 | Rosary Grammar School |
| Weekly Planning | 1st Week of June’2002 | World Group of Educational Institutes |
| Syllabus Compilation | December’2005 | World Group of Educational Institutes |
| Lesson planning | July’2006, June’2008 | The Highbrow school |
| Reconciliation Planning | May’ 2007, July’2012,May’2013 | The Highbrow school |
| Time management | July’2008 & July’2011,2012 | The Highbrow school |
| Organization Discipline | July 2009 | The Highbrow school |
| Weekly Planning | May’2013 | The Highbrow school |
| English Language Classes | April’2010 – 2014 | The Highbrow school |
| Accounting , Pakistan Studies,Economics & English Classes | August 2011 –2014 | Masters InnCoaching center |
| Human performances & ourAttitudes | June’2013 | The Highbrow school |

**Other Activities**

Active member of Lions Clubs international

Attended many workshops, conducted many programs at charitable institutions, arranged Medical camps at various places and organized annual functions and musical programs.

**Details**

 Joined Lions Clubs International District 305 – S1 as a member in 2002

 Assigned as a treasure for two years of Karachi Scholars Lions Club in 2003 – 2004

 Worked as a Secretary of Karachi New Diamond Lions Club for three years in 2005

 Since 2006 till 2010 worked as a President of Karachi New Diamond Lions Club

 Appointed as a District Chairperson of Greetings and arranged Intel Workshop in 2003

 Appointed as a district chairperson of Peace Poster Competition among schools and colleges

(Program was held in KARACHI ARTS COUNCIL on 4th November’2006)

 Appointed as a Zone Chairperson in 2007 and received best Zone chairperson Award from the District

 For the same position received MULTIPLE DISTRICT BEST ZONE CHAIRMAN AWARD in Lahore

 Arranged more than 100 Medical camps in remote areas of Karachi as well as in Thatta after flood disaster in Sind

 Worked as a Region Chairperson