Salma

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| **Career Objective** |
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| Aiming to have a career in an institution with excellent repute, comfortable work environment and where innovation is encouraged, providing me with an opportunity to pertain my teaching, managerial, communication and leadership qualities. |

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| **Working experience** |

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| **TEACHER**  **Hira Foundation School ( A Division of Jamia Darul uloom Karachi )**  **From December 2009 to present**  **ACME Coaching Center**  **From Jan 2002 to Dec 2006 :**  **ALEA Secondary School**  **From June 2003 to Dec 2005:** | * Computer and Social Studies Teacher ( Primary Section) * Teaching Biology to HSC classes. * Teaching Science to secondary classes. * Teaching Biology to HSC classes |

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| **COMPUTER LAB INCHARGE & IT MEMBER**  **Hira Foundation school**  **From December 2009 to present** | * Maintain records of services and lab usage for assessment and planning. * Develop policies and procedures to ensure efficient lab operations and quality service. * Make decisions regarding technical and physical changes to the lab. * Coordinate work schedules among student employees to cover all open hours * Assist faculty in conducting lab classes and arranging lab for practical sessions in the labs. * Maintain supplies for lab equipment (e.g., paper, printer toner) and maintain working order of lab equipment. * Assists student and faculty/staff users regarding the use of supported software applications and hardware. * Assist departmental staff regarding office computer use/problems. * Coordinate and/or perform software installations, diagnostics, and repairs. * Keep current regarding current computer technology in order to make informed decisions regarding improvements in computer lab resources. * Write technical documentation for software and hardware use. * Communicate closely and cooperate with faculty to address their needs * Assist in scheduling and preparation for special events that require some level of access to labs.   **Additional Duties:**   * Recording and editing of audios for HFS Audio production house. * Preparing documentaries and videos of different event. * Editing of educational videos. * Leading member of HFSWebsite ( [www.hirafoundation.com](http://www.hirafoundation.com) ) committee. * Managing Facebook page for HFS. |

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| **Academic Background** | | |
| ***Particulars*** | ***Institute*** | ***Year*** |
| Masters in Geology | Federal Urdu University, Karachi Pakistan | June 2007 |
| Specialization certificate (Human Resource Management) | Virtual University | 2015 |

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| **Professional Certification And Workshops** |
| * IB in-house training (PYP Happen in the classroom cat 1) by MESA Member * “Leadership & management” from IBA * “ Train the trainer” from IBA. * “Islamic finance for women entrepreneurs & professionals from IBA * “The Earth’s main water bodies” from I.E.D Agha Khan University. * “Assessment, curriculum and Individualized Education Plan (IEP) for a child” from I.E.D Agha Khan University. * “Professional learning communities – A step towards school Improvement’ from IED Agha Khan University. * “Polarity Management” from I.E.D Agha Khan University. * “Reiki (Meditations) from I.E.D Agha Khan University. * “Teacher Induction” from ERDC. |

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| **Computer Skills** |
| * MS Office ( MS Word, MS Excel,MS PowerPoint) * Audio Video Editing course from Arena Multi Media * Photoshop from Arena Multimedia Karachi.  Short course of Web designing from Sindh multimedia Karachi |

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| **Experience Besides Teaching:** |
| * Did TELEMARKETING for 2 years in MOBILINK. * Participated and won many INTERCOLLEGIATE QIRRAT COMPETITIONS. * Head of House System of Hira foundation school. |

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| **Reference** |  |
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| Will be provided on request. | |