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. |