**CURRICULUM VITAE**

**Zeeshan**

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**OBJECTIVE**

**Seeking the permanent and challenging career suitable for my qualification and experience thought which I can utilize my ability and skills to grow and serve at maximum level for myself as well as the organization**

**EDUCATIONAL QUALIFICATION**

* **Graduation From Islamai University Bahawalpur 2009**
* **Intermediate From S.E College Bahawalpur 2003**
* **Matriculation From B.I.S.E Bahawalpur 1999**

**WORK EXPERIENCE**

* **Working experience in as Assistant Teacher in Dominican Convent Higher Secondary School with FS 1 and YR 1 for 2 years from 19-09-2014 to 14-10-2016**
* **Working Experience is as Office Assistant in SAINT PETER SCHOOL Bahawalpur from 17-08-2013 to 18-09-2014.**
* **Working Experience in as Medical Information Executive in *SEARLE* Pakistan Ltd in Bahawalpur from 22-08-2010 to 01-08-2013.**

**Language know**

* **English.**
* **Urdu**
* **Punjabi**
* **Arabic**

**PERSONAL SKILLS**

* **Microsoft Office ( Word / PowerPoint / Excel )**

**TECHNICAL QUALIFICATION**

* **English Typewriting.**

**Job title: Class assistant,**

**Responsibility: Coordinators, Head Teacher**

**Responsibilities of class teacher:**

* **Preparing lessons**
* **Take an active part in classroom and outdoor activities.**
* **Support reading by listening to individual students read participating in group reading tasks, reading and sharing book with students,**
* **Interact in the marking of the students work if appropriate.**
* **To help student’s record work in an appropriate way develop study and organization skills**
* **To have formal and informal meeting with teacher to contribute to planning lessons/activities.**
* **To support implementation of school policies and procedures in cluding those relating to confidentiality and behavior.**
* **Play a key role in assisting the teachers suppurating them in delivering the curriculum and ensure effective knowledge transfer,**

**Teaching learning:**

* **Provide support for individual students to enable them to –fully participate in activities**
* **Assist the class teacher with maintaining student records.**
* **Support students with emotional or behavioral problems and develop their social skills. under the direction of class teacher**

**Administrative duties:**

* **Assist in the preparation of displays of students work.**
* **Support the class teacher in photocopying. Lamination and organization of resources.**
* **Undertake other profession duties as a deemed necessary by the head teacher.**

**Personal details:**

* **Date of birth :03-06-1983**
* **Place of birth :Bahawalpur Pakistan**
* **Sex :Male**
* **Civil status :Married**
* **Nationality :Pakistan**
* **Religion :Muslim**

**Standards and quality assurance:**

* **Support the aims and ethos of them school.**
* **Set good examples in terms of dress code, punctuality and attendance.**
* **Attend meetings as appropriate.**
* **Undertake professional development.**

**STRENGTHS:**

* **Good communication skills.**
* **Hard working nature.**
* **Terms work skills.**

**Hobbies:**

* **Reading story and news.**

**Declaration**

**I hear by statements made in this application are true and correct to the best of**