**CURRICULUM VITAE**

KHADIJA

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**OBJECTIVE**

To enhance my skills and potential by working in any environment that is conducive to learning.Hardworking and creative thinking want to apply academic knowledge and practical expertise to challenging task leading to growth and development of Organization

**PERSONAL**

Marital Status: Single

Nationality: Pakistani

Data of Birth 15-08 -1990

Languages Urdu, English, Punjabi.

**ACADEMICPERFORMENCE**

**QUALIFICATION** **YEARDIVISION/CGPA**

MA EPM (Education Planning and Management) 2015-2017 3.66 CGPA

National University of Modern Languages (NUML)

Islamabad.

Bachelors of Arts 2013 2nd

Punjab University, Lahore

Intermediate in Arts 2011 2nd

(Gujranwala Board, Punjab)

Matric (Science) 2006 2nd

(Gujranwala Board, Punjab)

**WORK EXPERIENCE**

* 2 Yearexperience as principal at AL-Farooq Islamic Academy, Sharia & Sciences, Gujranwala.
* 6monthsexperience as a relationship officer in jubilee family Takaful.

**WORKSHOPS**

* Work as manager in National Education Conference 2o16 in National University of modern languages (NUML), Islamabad.
* Survey project at Saidpur Village Islamabad on Educational Awareness to the students.
* 1-day workshop on Research and Thesis at NUML University.
* Research survey on Effect of Emotional Intelligence on conflict resolution styles.

**RESEARCH ACCOMPLISHED**.

I have done research on effect of emotional Intelligence on conflict resolution styles. I focused on new emerging styles which is result oriented of leadership and management styles, how leader control their emotions at workplace. The leader and manager adopt the styles of conflict resolution according to the circumstances, because both of domain run side by side.

**RESEARCH INTERESTS**

* + - Education Technology.
		- Comparative Education
		- Preschool Education
		- Art of Education
		- Basic education
		- Higher Education.
		- Pedagogy skills.
		- Teacher Education.
		- Physical Education
		- Human Resource management.
		- Organizational behavior
		- Educational Management

**COMPUTER SKILLS.**

* MS word.
* Microsoft excel.
* Power Point.
* Goggle docs.

**SEMESTERPROJECTS**

**1. Orientation of MA EPM, BA.ED and M.ED program.**

 **Community out research service.**

* The goal of orientation program is to develop responsible partner in the learning process by nurturing communication, cooperation and collaboration among the students and faculty members.
* Helping students know about the scope of above programs.
* To produce educational policy makers, planners, and leaders/managers who are well equipped with necessary knowledge, skill and attitude that can hold educational leadership responsibilities under varying context.

**2. Assessment and evaluation of Charag-e-badar slum school supervised by NUML Islamabad.**

* Children form different slum area enrolled in this school, initially children are in bad condition even they didn’t understand the instruction of teacher.
* After one year schooling some basic behavior of children evaluated (learning interest, social and emotional behavior, social skill and social milestones).

**3. Work as an organization in National education conference NUML.**

**4. Pakistan model degree college saidpur village Islamabad.**

* PC 1 Formulated for the approval of collage in saidpur village to educate pupil of the region by improving the knowledge, skill and abilities.
* To describe role of education in transmitting the cultural and social values of vocational guidance.

**PERSONAL**

An ordered self-Start. Communication effectively at all level, work productively under pressure and handle various tasks simultaneously. Eager to work with new task using innovative ideas. An optimistic, Enthusiastic.

Visa status. Visit visa