FAIZA

Faiza.371719@2freemail.com

**Personal statement**

I am energetic and self-motivated. My aim is to get a career-oriented job in a reputed and growing organization for the fulfilment of my personal and organization goals, and to use the best of my Professional and Management skills in the challenging work environment.  I have good communication and analytical skills to educate the students or any group about my field of study.

**Personal Profile**

* NAME: Faiza
* DATE OF BIRTH: 15-10-1989
* NATIONALITY: Pakistani
* Visa Status Visit
* GENDER: Female

**Key Skills**

* I am proficient in Microsoft Word and have experience of using Microsoft Office including Excel, XP and PowerPoint.
* I have knowledge of various data entry systems
* I am able to use the Internet, e-mail etc.
* I am able to do all type of Basic Computer Programming.

**Work Experience**

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| **Post** | **Duration** | **INSTITUTE** |
| Teaching | 1 year | St. Mary Cambridge School Muree road Rawalpindi |
| Entry survey | One week | Work with Path Finder on women reproductive health issues.  |
| Training  | 3 Days | Gender health & rights  |

**Education**

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| **DEGREE (Session)** | **BOARD/UNIVERSITY** | **Division** |
| M.Phil (Education) 2014-2016 | Arid Agriculture University Rawalpindi. | 1st |
| M.SC (Sociology) | Arid Agriculture University Rawalpindi. | 1st |
| B.A(Education, Islamic studies, Arabic)  | University of the Punjab, Lahore | 2nd |
| F.A(Education, Islamic History, Islamic Studies)  | Rawalpindi Board  | 1st |
| MATRICULATION (SCIENCE) | Rawalpindi Board | 1st |

 **PROFESSIONAL EDUCATION**

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| **DEGREE (Session)** | **BOARD/UNIVERSITY** | **Division** |
| M.Ed (Master of Education) 2013-2014 | Arid Agriculture University Rawalpindi. | 1st |
| B.Ed (Beacholar of Education) 2012-2013 | Arid Agriculture University Rawalpindi. | 1st |

**Research**

* Thesis On Management of overcrowded classes and its effects on learning process and its effects on learning process at secondary level Rawalpindi
* Teaching Methods and Instructional Technology And Management Of Educational Institutions.
* Socio Economic Factor Responsible For Water Crises In District Rawalpindi
* Monitoring And Evaluation Report on Impact of Star plus Drama on Pakistan’s Female Youth. (6 Months)
* Report On Child Sexual Abuse. (6 Month)

**Interest & Hobbies**

* Reading Books & News Paper
* Poetry writing
* Art and craft
* Excellent knowledge about current affairs
* Driving

**References**

References are available upon request.