**CURRICULUM VITAE**

**Asim**

E-Mail.: asim.3795850@2freemail.com

***OBJECTIVES:***

To become an indispensable asset of an organization with integrity, Professionalism, career Development and work mutually towards organizational goals. And looking forward for an esteemed organization where I can achieve the organizational goal through my abilities and to obtain a challenging entry position in the work where my skills, experience and potential would be valuable.

***PERSONAL DATA:***

Father Name: Sharif Masih Gill

Date of Birth: 01-01-1971.

Nationality: Pakistani

Marital Status: Married

***ACADEMIC QUALIFICATION:***

**M.A** (**Pol. Science)**(Attested degree from **U.A.E.+PAK**) Punjab university, Lahore, Pakistan

**M**.**A** (**English**) (In process of attestation)Punjab University Lahore Pakistan

**Approved** (**English) Teacher** **Ministry Of Education Of Ajman, U.A.E**.

**B.A(EquivalenceFrom Ministry of Higher Education &scientific Research U.A.E.**)P.U.Pakistan.**F.Sc**(**Pre. Medical)(**attested from**Ministry of Education U.A.E)**B.I.S.ESargodha, Pak.

**S.S.C**(**science)(**attestedfrom **Ministry of Education U.A.E)**B.I.S.E Sargodha, Pak.

***Professional Qualification:***

**B.Ed.**AIOU Islamabad Pakistan

**P.T.C** Education Board Sargodha, Pakistan

E.L.D (Spoken & Grammar Analysis) Sargodha Pakistan

N.A.E (New Active English) Oxford University press, Pakistan

***Professional Skills as a Section Incharge or supervisor:***

**1**.Breaking down of Academic syllabus in to terms, weekly and on daily basis

**2**.Allocate duties to staff.

**3**. Assembly presentation management

**4**.Lesson planning according to KHDA level.

**5**. Duties of houses and manage the discipline.

**6**. Assistance in planning and classes schedules.

**7**. Academic leadership in students and teachers

**8**. Examination conducting and papers setting

**9**. Answers the queries of the students ,parents and staff.

**10**. Supportive working environment for staff.

***Training Conducted on:***

* Class room management by AFAQ (International NGO).
* Class room observation by (SPARK) Pakistan.
* Educational Yearly Planning.
* Innovation through Quality Education in Pakistan (N.P.O Ministry of Industry and Production Pakistan).
* C.R.C Training Programs on Child Right Education.
* Political Education and Human Rights (C.W Service Pak/ Afghanistan)
* Child Rights Education
* Educational Assessment (AFQA).

***Job’s Experience:***

**15years experience** of teaching in Pakistan.

 **5 Years in Omer Bin Al khatab Pakistan Islamia High School &College Ajman(U.A.E**.)

**Currently working in:**Omer Bin Al khatab Pakistan Islamia High School &College Ajman(U.A.E.)
***Administrative Experience:*02** years in management (**Hafidhfadhal company L.L.C**) **musket, Oman.**

**15years in different Educational Institution.**

***Development Officer:* Life insurance (Commercial Union)**

***Resource Person:***Protection of Environment

***Senior Deputy Coordinator:***Sparc (International N.G.O )

 ***RGA Coordinator :***

FM 96 Sunrise Pakistan (Radio)

***Computer Skills:***

* Microsoft Excel
* Microsoft Word
* Microsoft PowerPoint

***Others Skills:***

* Self-confidence and good memory.
* Multidimensional & strategy planer
* Capable to handle official work in pressure & critical environment .
* Flexible, Friendly, Energetic a

**Key Skills:**

Communication Leadership Supervision

Administrative Problem Solving Relation Building

Enthusiastic Hard Worker Punctual

***Language Known:***

* ***English****, Excellent in written & spoken*
* ***Urdu****, Excellent in written & spoken*

***Hobbies:***Books Reading, General Knowledge and Cricket.

***References:***Will be furnished upon request.