

**CURRICULUM VITAE**

**GOHAR**

*Strong administrative and organizational skills, Experienced in problem-solving, Work effectively both as team member and independently, Excellent communication and IT skills, Enthusiastic and committed.*

**CAREER OBJECTIVE:**

**Looking for *a position in Administration, Management, Education, Projects, IT, Fleet/Transport Management, Warehousing, Inventory Controlling and Logistics fields.***



**CONTACT:**

Email: [gohar.380270@2freemail.com](mailto:gohar.380270@2freemail.com)

**PERSONAL INFORMATION :**

 Date of birth 15-01-1976.

 Gender Male

 Marital status Married

 No.of dependents 04



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| **ACADEMIC QUALIFICATION:** | | |  |
|  | August 1998 – July 1999 |  | M.Sc (Hons) |
|  | August 1996 – July 1998 | | B.Sc (Hons) |



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|  | Nationality | Pakistani |
|  | Resident of | Pakistan |
|  | Religion: | Islam |
|  | Domicile: | Tando Adam |
|  |  | District Sanghar |
|  |  | Sindh (R) |

University of Sindh Jamshoro

University of Sindh Jamshoro

**COURSES/TRAININGS:**

* *18th June 2007 “Instructional Techniques (I-T) Training”* ***Pak.Navy (PNS RAHNUMA)*** *Karachi. Pakistan*
* *2nd June 2011 “IPAPC” Education* ***The Agha Khan University*** *Karachi Pakistan*
* *May 2011 “Staff Development Program Course”* ***Teachers’ Development Centre (TDC)*** *Karachi Pakistan*
* *25th Nov 2013, 17th Dec 2014 and 30th Nov 2015 “Incentive Teachers Training”*

***Bahria Institute of Teachers Training (BITT)*** *Karachi Pakistan*

* *12th Aug 2015 “Principles of Character Building Training”*

***Educational Resource Development Centre (ERDC)*** *Karachi Pakistan*



**ICT/IT PROFESSIONAL SKILLS:**

* Windows Server 2008 R2, DNS, Active Directory, Group Policies and User accounts life cycle
* Visual Basic /C Languages and SQL Developer Queries
* MS Office 2010, Windows, Computer Hardware/Software Installation and Data Recovery.
* Email, Social Media, Blogging and Web Development
* Graphic Design, Spreadsheets, Databases, Networking and , IT Troubleshooting



**PROFESSIONAL EXPERIENCES:**

1. **18th July 2017 – Present **

**as Subject Specialist (*Computer Science*) / Coordinator**

**Job Descriptions :**

* To teach Computer Science according to the syllabi of Cambridge/FBISE-ISB/BISE-HYD
* Responsible for class room lesson monitoring with focus on home-work dairy communications and Copy/Register/Note Book counter Checking
* Preparation of monthly in-class assessments, terminal examinations and examination planning, moreover post examination result compilation and organizing parent teacher meetings.
* To arrange school functions and society meetings.
* Monitoring of the school teaching and support staff and students for the smooth functioning of the Educational system and To prepare task appraisal report of Junior teaching staff.

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1. **30th Aug 2006 – 11th March 2017  as Lecturer** (***Computer Science****)*

A residential Institute/college District Jamshoro Sindh Pakistan. Contact # 0092-22-2022021-28 URL: *www.ccpetaro.edu.pk*

**Job Descriptions :**

* 1. **As Lecturer Computer Science :**



* To teach Computer Science according to the syllabi of Cambridge/FBISE-ISB/BISE-HYD
* To supervise/manage campus Examination (Internal, Secret and New entry) cell.

**Additional Duties at CCP :**

* 1. **As Internal Examination Associate :**
* To manage/supervise the Internal Examinational Cell of CCP.
* To conduct four internal examinations per year for all cadets (approx. 950) and to prepare seating plan, paper moderation scheme.
* To compile the results of four internal exams per year with the coordination of examination team well in time.
  1. **As a member of New Entry Examination Secret Branch :**
* To prepare and arrange New Entry Test Paper and answer scripts for approximately 2000 candidates for different six cities centers.
* To assign the invigilation duties with the coordination of Commandant for different centers according to candidate’s strength.

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**IV.** **As House Master / Hostel Incharge**

* To keep in close contact with Parents/Guardians of the Cadets and to ensure that they are kept fully informed about.
* To provide a clear framework of discipline and to ensure that it is in line with CCP policy.
* To plan, implement and review structures of staff supervision; to ensure the safety and security of all Cadets at all times.
* To be responsible for the expenditure of the house fund and to ensure that accounts are properly kept and to ensure that administrative records are kept efficiently and effectively.
* To arrange transport for cadets when they are going on vacations and also update their Parents.
* To keep/update the profile of each cadet.
* To motivate the cadets for participating in different extracurricular activities.

**V. As Member Purchase Committee / Inventory Controller :**

* To assist for keeping and updating the record and inventory of all items.
* To ensure that all purchasing items have purchased after taking three quotations.
* To supervise the billing record of purchased items.



1. **10th Nov 2004 – August 2006 as Project Coordinator**

International Cargo Services Pvt Ltd Karachi Pakistan URL: www.taq.com.pk Job Descriptions (From 0900 to 1700 HRS Daily)

* Served in Telenor/Siemens Project for Tower Installation at Warehouse.
* To assist in the timely completion of project operations by ensuring availability of materials, equipment and transport in accordance with project schedules.
* To help maintain effective lines of communication with regard to logistical matters between Project Managers, Suppliers, Procurement and Equipment Division.
* To ensure the systematic movement of vehicles, materials and equipment in accordance with appropriate regulatory requirements.
* To Prepare and update monthly logistics, schedule to assure deliveries to production locations. Monitoring cargo movement through the tracking system & verifying accuracy of physical inventory when needed.
* To reduce costs and increase efficiency by ensuring adherence to best-practice logistics and

Company policies.



**LANGUAGE PROFICIENCY:**

English (*Advance*) Urdu (*Advance*) Sindhi (*Intermediate*) Punjabi (*Advance*)



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