**Dr.Parveen**

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| **Certifications**  **ADEC license**  **April 2012 to Present**  **Driving License**  **May 2010 to Present**  **Publications**  **14 August 2015**  **ISPR Magazines Hilal**  **Additional Information**  **Skills  ✓ Microsoft Office (Including Advance Excel),  ✓ Can Work against high-pressure deadlines.  ✓ still providing the accuracy and the service orientation needed to satisfy all the requirements.  ✓ Interpersonal Skills.  ✓ Ability to lead and work with Team.  ✓ Can Work in any customized HR System  Languages  Urdu Excellent  English Excellent Punjabi Native  Arabic Fluent**  **Persian Intermediate**  **Turkish intermediate**  **Pashto Beginner** |

**Lecturerin Urdu& Islamic Education for Non Arabs @ UAE**

[**Parveen.384019@2freemail.com**](mailto:Parveen.384019@2freemail.com)

**Objectives:**

**To find challenging position to meet my**

**Competencies, capabilities & skills.**

**To work in the dynamic, team oriented and**

**Co-operativeas wellas spectacular environment**

**Where is maximum chance of learning new ideas**

**& expertise.**

**Education.**

**PHD Urdu CGPA 3.66/4**

**Thesis : Bilaad e Arab me Urdu zaban o Adab**

**(Thesis submitted on Arab countries only Viva Remains) –**

**Subjects studied in PH.D. Current affairs, Mass communication,**

**Language&Literature**

**INTERNATIONAL ISLAMIC UNIVERSITY Islamabad - Islamabad**

**M.Phil. Urdu - Urdu Language & Literature**

**Thesis: Urdu Afsanay me Hijrat**

**Allama Iqbal Open University Islamabad, Pakistan**

**M.A - Urdu Language & Literature**

**Punjab University, Lahore, Pakistan**

**B.A - Islamic studies, Urdu Literature, Persian, English**

**Punjab University Lahore, Pakistan**

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| **Attributes.**  **Flexible**  **FOCUSED & DETERMINITIC**  **Ability to work individually & team work.**  **Proactive and able to lead for assigned task**  **Good decision Power & administration.** |

**Work Experience**

**Lecturer in Urdu**

**Head of Urdu Department**

**Pakistani Islamic private school**

**April 2008 to September 2017**

**Lecturer& Management**

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**

**May 2007 to April 2008**

**O' Level teacher**

**BEACONHOUSE SCHOOL SYSTEM ISLAMABAD**

**December 2005 to September 2006**

**Lecturer / Coordinator /HEAD OF DEPARTMENT**

**HIT DEGREE COLLEGE**

**July 1996 to 2004**

**PRESIDENT OF AUDIT COMMITTEE   
\* Handle general Audits issues.   
\* Prepare rent collection report on a monthly basis.   
\* Assisting the Service Department in administration and customers complain and feedback to the customers regarding the same.   
\* Data Entry (Making Invoice, Purchases, Return, Transfer etc.)   
\* Payments follow up with clients. Assisting for payroll.   
\* Co-ordination with accounts department and follow-up.**

**Job Responsibilities**

**Deliver Lecture Design Syllabus Paper setting Marking,**

**Research, 2020 Latest Techniques   
Meetings & coordination with staff & students.**

**Interviewing new staff & demo**

**Skills**

**Microsoft Office (Including Advance Excel), ✓ Can Work against high-pressure deadlines. ✓still providing the accuracy and the service orientation needed to satisfy all the requirements. ✓ Interpersonal Skills. ✓ Ability to lead and work with Team. ✓ Can Work in any customized HR System**