

# ASIFA BABAR

---

asifababar1@gmail.com | + 92-3069695945 |

## Personal Info:

Enthusiastic and determined to secure a challenging and rewarding position in a consistent and rapidly developing organization to prove my capabilities and expertise. Additionally, I wish to groom and sharpen my skills by working in a learning and diverse working environment.

## Academic Credentials:

University of AIOU: MA TEACHER EDUCATION (continued)

University of Punjab: MA POLITICAL SCIENCE (2016 to 2018)

## EXPERIENCE:

a) **TCF (THE CITIZENS FOUNDATION) 1.5 year**

## JOB RESPONSIBILITIES:

### As an ELT

- To ensure timely and effective delivery of lessons including object and social sciences
- To make sure that students are able to comprehend the lessons delivered in the class well
- To coordinate with team members and seniors to implement the agenda of head office
- To develop plans in advance in order to get things done effectively and efficiently and to reduce time lapse
- Assisting staff in different projects based on awareness and motivation of students
- To attend different training sessions conducted by the head office for the betterment of school and students
- To ensure that the planned standards meet the outcomes and correcting various pitfalls during that process
- To aid in different events management that are held annually or quarterly
- To address the queries of parents and guardians of children and to make sure that they are discussed deeply to solve any issue confronting them

### Aagahi Program Project Jugnu (for Adult Education)

## Job Responsibilities:

- To motivate the people associated with the school directly or indirectly for adult education

- Reinforcing the importance of universal education and creating awareness for the importance of girls education along with that
- Ensuring team work to properly implement the objectives of the project

#### **b) Kashf Foundation**

##### **Job Responsibilities: As a Trainer**

- Responsible for stimulating and conducting activities on various social issues of local and national concern
- To ensure the effective and timely delivery of various tasks assigned by the organization
- Assisting peers and seniors in the overall planning and implementation of different activities
- To help reduce practices of gender discrimination by creating awareness on different platforms including social media
- To attend training sessions and seminars held by effective organizations to mainstream with their agenda and planning
- To carry out daily routine activities in coordination with management and staff
- Compiling weekly and monthly reports regarding the progress of different projects

##### **PEF School: 3 Year**

##### **Job responsibilities as a Senior Teacher**

Looking after the daily school activities.

Identifying the students queries and providing assistance

To attend different training sessions conducted by the head office for the betterment of school and students.

##### **Professional proficiency and skills:**

- Team Engagement and Management
- Time Management
- Conflict Resolution
- Ability to run social media campaigns
- Have good command on MS OFFICE (MS WORD, MS POWERPOINT & MS EXCEL)
- Multilingual and efficient negotiator
- Persuading and convincing skills

##### **References:**

Can be provided on demand.