

HINA GUL

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Career Objectives:

Looking for an opportunity to pursue a highly rewarding career and healthy work environment, where I can utilize my skills and knowledge efficiently for the organizational and self-growth.

QUALIFICATIONS:

Degree Title	Specialization	Completion Year	Institutions/University
MS	Philosophy of Education	2020	Qurtuba University of Science & Information Technology, Peshawar, Pakistan.
B. Ed (Hons)	Elementary Education	2015	Institute of Education & Research (IER), University of Peshawar, Pakistan.

WORK EXPERIENCES:

Designation: Teachers Coordinator
Organization: Pakhtunkhwa Group of Schools, KPK, Pakistan.
Duration: From 01-01-2019 to 30-11-2019

Job Description:

- My support is not only limited to teaching coordinator, but organizing and teaching Montessori to 8 level of English and Urdu classes.
- Developed the lesson plans.
- Developed the reading components and teaching methodologies as phonic awareness, phonics, print rich environment vocabulary and assessment and evaluation.
- Developed the learning by doing method in students.
- To ensure bloom taxonomy theory for learner at classroom.
- Identification of slow learners and choose the best methodology for them.
- Daily organizing assembly for students.
- To have knowledge, understanding and enthusiasm for creative teaching and learning as a key to raising achievement, aspiration and motivation.
- To involve parents' other members of the community throughout the educational programme.
- To facilitate the long-term development of creative teaching and learning at a structural and systemic level, using the Creative tools for Framework and other resources.
- To act as a facilitator in school, able to translate the school's vision for creative learning into practical implementation.
- To ensure that children and young people play a meaningful and active role in learning that can truly reflect their interests, needs and enthusiasms.
- To take overall responsibility for programme and project management, delegating extensively and ensuring the roles and responsibilities are understood clearly by all the staff.
- To ensure all programme activity is carried out with due regard to health and safety and the safeguarding of children.
- To ensure that all monitoring and evaluation requirements are fulfilled throughout programme.
- Coordinating in-school placement arrangements.

- Coordinating the arrival of Student Teachers and orientating them to the school environment, staff and students.
 - Facilitating the inter-classroom observations.
 - Facilitating and monitoring the Whole School Project requirement.
 - Facilitating Mentor Teacher cohort meetings.
 - Participating in and/or facilitating the Student Teacher weekly cohort meetings.
 - Organize students into teams.
 - Act as liaison between parents, students, administrators and teachers.
 - Help administration with required paper work.
 - Provide many materials (spontaneous books, videos, handbooks).
 - Be available by phone or e-mail to help solve any problems.
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Designation: Social Mobilizer

Organization: HELVETAS Swiss Intercooperation Pakistan.

Duration: From 06-09-2017 to 30-12-2017

Job Description:

- Assist the field coordinator in conducting KAP Surveys.
- Assist the Field coordinator in preparing field implementation plans for social mobilization.
- Implement social mobilization and any other activities assigned in selected government and private schools.
- Assist the field coordinator in capacity building of teaches and other relevant on DRR in public and private schools.
- Conduct DRR sensitive school improvement plans for public and private schools to reduce risks and hazards for schools.
- Support conduct capitalization and learning events with school staff and district education staff.
- Assist to project manager in preparation of quarterly and annual project plans and their implementation.
- Provide support to the relevant project staff for cascade trainings for school teachers and follow-ups.
- Identify teachers in each of the most vulnerable schools selected for the project taking recommendation of the principal.
- Mobilize children's parents and families to participate in school events where practical skills are demonstrated on the importance of DRR/Early preparedness.
- Continuously work on behavioral change to achieve mainstreaming of DRR sense in daily school conduct and management.
- Improving capacity and ability of students and teachers to protect themselves and better respond to natural and human induced disasters.

- Conduct simulation / mock drill at target schools as evidence for DRR mainstreaming at grassroots level.
- Awareness raising regarding climate induce risks (e.g. cyclone, torrential rains, hailstorm).
- Conduct exchange visits among schools to share best practices learn from each other.
- Provide day to day support to field coordinator in organizing school activities and progress.

Reporting, Lessons learnt and knowledge sharing:

- Keep record of all field level activities and submit to the Field Coordinator.
- Identify lessons learnt and assist project staff in documentation and dissemination of best practices.
- Assist the Field Coordinator in reporting of the project activities.
- Ensure accurate and timely reporting of the field activities to the Field Coordinator and in the project team meetings lead by the Project Manager.

Coordination:

- Responsible for coordination with school management and teachers selected for capacity building and other project activities.
- Any other duties assigned by the project Manager.

Designation: School Support Associate
Organization: International Rescue Committee, Pakistan.
Duration: From 01-06-2015 to 15-05-2017

Job Description:

- Facilitate in-service professional development activities in the Union Councils/Tehsil/District that include face-to-face trainings, follow-ups and roll out of Teacher Inquiry Group activities.
- Support teachers in implementing newly learned concepts and skills through regular follow-up support visits to schools.
- Work in close collaboration with teachers, head teachers and concerned education officer(s) in preparing and implementing school/ union council/ tehsil-based reading improvement plans and strategies.
- Assist District Program Manager in managing administrative and logistic issue for a smooth implementation of program activities in the district.
- Assist District Program Manager in developing monthly cash projection against program activities, disbursement of project beneficiary allowances, district-based procurement (as and where needed) and maintaining update financial and compliance records/matters.

- Assist District Program Manager in compiling monthly, quarterly and annual progress reports by providing updated and accurate information from field. In addition, collect and share success stories from the field to highlight impact of the program.
- Prepare/partake in detailed weekly/monthly plans including field travels/school visits while adhering to quarterly/annual/LoP work plan targets and indicators.
- Ensure proper record keeping of the TIG meetings, follow-up visit, and teacher observation tools and reporting those to the district office accordingly.
- Support teachers in maintaining portfolios with up to the mark quality.
- Assist the district, provincial and national offices in undertaking monitoring and data collection tasks.
- Conducted Pashtu and Urdu language surveys at targeted schools.
- Conducted sessions on Gender Equality.
- Conducted sessions on health and hygiene education with community.
- Mobilization in target schools for better health promotion.
- Collect content analytics from tablets.
- Provide updated contents, and first level support to tablet users about tablet and multimedia contents.
- Position Reports to: District Program Manager Position directly supervises:
- Indirect Reporting: Other Internal and/or external contacts: describe the nature of departments or groups the position influences or requires support from to accomplish objectives.
- Facilitated M&E assistant scanning, uploading and entries in IS MOVs of SSVs and TIG Meetings.

ACHIEVEMENTS/TRAININGS/AWARDS

- **20th September 2004 to 25th September 2004:** Attended 5 days training on “Civil Defense Basic Knowledge” at Govt. High Girls School Jogewara Peshawar, arranged by Civil Defense Department, Khyber Pakhtunkhwa.
- **2005:** Attended 5 days Training on “Essential Life Skills for adolescents’ Health and Development” at Govt. High Girls School Jogewara Peshawar, arranged by UNICEF.
- **29th & 30th April 2011:** Attended 2 days’ Workshop on “Time Is Life” at Institute of Education & Research (IER), University of Peshawar.
- **25th May 2011:** Certificates of Participation in Sports Week Activities i.e. “Cricket, Badminton & Valley Ball” at Institute of Education & Research (IER), University of Peshawar, Pakistan.
- **13th October 2011:** Attended 1-day Workshop on “Awareness of Civil Services of Pakistan” at the Institute of Management Studies (IMS), University of Peshawar, and Organized by Association for the Students of Public Administration.

- **25th February 2012:** Member of “Blood Donation Camp” at Institute of Education & Research (IER), University of Peshawar, Organized by ICRC Surgical Hospital for Weapon Wounded, Peshawar, Pakistan.
- **31st May 2012:** Attended 1-day workshop on “Impact of Higher Education in the Social Adjustment of Women in Islamic Perspectives in Pakistan” at Institute of Education & Research (IER), University of Peshawar, Organized by Institute of Education & Research Kohat University of Science & Technology, Kohat with collaboration of HEC, Pakistan.
- **20th January 2013:** Attended 3 days’ workshop on “Youth Voices” at Institute of Education & Research (IER), University of Peshawar, Organized by Peace Education and Development (PEAD) Foundation.
- **25th February 2013:** Attended one day workshop on “Acknowledgment of doing Promotion for One Day Workshop” at Institute of Education & Research (IER), University of Peshawar and Organized by Youth for Peace.

LANGUAGES:

- Fluent in English, Urdu and Pashto.

SKILLS:

- Good information sharing and report writing skills.
- Self-motivation, initiative with a high level of energy.
- Verbal communication Skills.
- Decision Making, Critical thinking, organizing and planning.
- Patience, Tolerant and Flexible to different situations.
- Excellent skills in MS Office (MS Word, Excel and Power Point).
- Ability to facilitate teacher by professional development activities and model best practices in teaching.

STRENGTHS:

Strong leadership, Good communication & Presentation skills, Flexible & Self- motivated,
Good coordination and teamwork skills, Committed & devoted, able to work under stress.

References:

Will be provided on request.