Fozia

Education Professional

Experienced Education Professional with over 8 years of experience in NGO Sector. Excellent reputation for resolving problems. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

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| |  |  | | --- | --- | |  | **Work History** |  |  |  |  | | --- | --- | --- | | **2019 – 2021**  **2016 - 2019**  **2012 - 2016** |  | Project Associate  **Health and Nutrition Development Society - HANDS , Karachi, Sindh**   * To develop daily, weekly, monthly field visit plan. * Monitor schools and identify and resolve day today school issue. * Provide support to teachers and SMC for smooth running of school. * Report monthly data of school and also detail report of schools. * Facilitate academic coordinator during teachers training. * With the support of teachers organize co-curricular activities in schools. * To motivate and encourage potential leaders to talk to their follow community members about unity and self-reliance. * To raise awareness that community members themselves can enroll their children in schools. * Use computer for data entry and retrieval. * To develop trust, tolerance and cooperation among community members. * Performs related work as required.   Education Officer  **BRAC Pakistan, Karachi, Sindh**   * Introduced educational inclusion program and oversaw implementation. * Developed community education programming events and other activities designed to increase and improve educational outcomes. * Planned, formulated and assessed goals, policies and activities designed to implement educational objectives and performance standards. * Conducted meeting with parents and students to review progress, adjust academic plans and renew enrollments. * Identified methods and tools to promote student success in project-based learning. * Coordinated regular meetings to review programs and services and enroll students. * Conferred and resolved education-related issues and problems with students, parents and community.   Teacher  **BRAC Pakistan, Karachi, Sindh**   * Conducted parents meeting. * Developed and taught lessons on relevant children's books, poems, and themes to promote student interest of Children's Literature as avenue of study. * Supported student teachers by mentoring on classroom management, lesson planning and activity organization. * Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student centered learning. * Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities. * Completed and filed all necessary paperwork for classroom activities, including worksheets and attendance logs. |  |  |  | | --- | --- | |  | **Education** |  |  |  |  | | --- | --- | --- | | **2019 - Current** |  | Bachelor of Commerce – 2nd Division -2020 :  University Of Karachi |  |  |  |  | | --- | --- | --- | | **2011 - 2012** |  | Higher Secondary Certificate - HSC: Commerce  Government Girls Degree College, Orangi # 12, Karachi. |  |  |  |  | | --- | --- | --- | | **2009 - 2010** |  | Secondary School Certificate - SSC: Science  Nizami Grammar Secondary School – Orangi Town, Karachi. |  |  |  | | --- | --- | |  | **Languages** |   Urdu    English |  | |  |  | | --- | --- | |  | **Contact** |   Address  House # 2822, Street - 8, Sector 11 ½, Gulshan-e-Zia, Orangi Town, Karachi, Sindh.  Phone  0092-341-2079439  E-mail  Foziaanwarali36@gmail.com   |  |  | | --- | --- | |  | **Skills** |   Organization skills    Project Management    Recordkeeping knowledge    Activity Planning    Teacher training    Interpersonal Communication    Computer Skills    Creative Art    Teamwork |