

03112531895

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OBJECTIVE

Seeking a position in an organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

SKILLS

Computer proficiency

- Adaptability
- Communication
- Creativity
- Customer Service
- Leadership
- Critical Thinking
- Problem solving
- team work

ADDITIONAL INFORMATION

College of IT

C.I.T from sindh board

INTERESTS

- Community involvement
- writing
- blogging
- learning languages
- photography
- traveling
- doing sports
- reading
- art.

LANGUAGE

- Urdu
- English

RIMSHA NAZ

House No K-89 Sector 15/D Mohummad Shah Colony Orangi
Town Karachi

EXPERIENCE

Little flowers school

01-01-2018 - 20-02-2019

Teacher

- Planning and preparing lessons.
- Encouraging student participation.
- Researching and developing new teaching materials.
- Research and implementing new teaching methods.
- Marking student work and recording performance.
- Setting assessments and overseeing examinations.

HANDS Pakistan

20-04-2019 - 30-12-2020

Teacher

Preparing, administering, supervising, and grading examinations, quizzes, and other assignments.

- Planning and organizing academic events and activities of school property.
- Keeping the classroom neat, organized, and orderly.
- Delivering personalized instruction to each student by encouraging learning.

SMB FAS foundation

19-09-2021

Teacher

Currently work in SMB foundation as a teacher and manage All MS office work for example making Student's profile, Attendance sheet, Result sheet etc....

- To plan and prepare appropriately the assigned courses and lectures.
- To conduct assigned classes at the scheduled times.
- To demonstrate competence in classroom instruction.
- To implement the designated curriculum completely and in due time.

EDUCATION

Mehar children English secondary school

Passing Year - 2018

Matriculation from science

Govt degree college for women block-M

Passing Year - 2020

Intermediate from medical

University of Karachi

Passing Year - 2023

Associated degree of arts in progress