



TAHIRA SHAHEEN

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OBJECTIVE CAREER

An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

PERSONAL INFORMATION

Father Name	Sardar Munshi Khan
Gender	Female
Date of Birth	17-08-1986
Nationality	Pakistani
Religion	Islam
Marital Status	Married
CNIC #	81201-6544738-8
Address	Village Majhan Colony Post Office & Tehsil Fateh-Pur- Thakyala District Kotli (A.K).

PROFESSIONAL QUALIFICATION

Degree	Session	Marks	Institution/Board
M.Phil (Management Science)	Continue		Moh-Ud-Din Islamic University
MPA (Management)	2013	3.46 GPA	University of Kotli
M.Ed	2017	757/1200	AIU
B.Ed	2010	552/850	University of AJK
B.A (Economics)	2008	417/800	University of AJK
F.A (Economics)	2005	625/1100	Bise Mirpur
Matric (Science)	2003	451/850	Bise Mirpur

EMPLOYMENT HISTORY

- 1. Alghazali College Kotli**
2014 to 2018
- 2. Daisy Public Model School (Nakyal)**
2012 to 2013
- 3. Office of the Deputy Commissioner**
(Internship)
July 02, 2012, to August 30, 2012
- 4. Farhan Model College (Nakyal)**
2007 to 2009
- 5. Government High School (Nakyal)**
2009 to 2010

Responsibilities

- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- Providing one on one time with who need extra help.
- Preparing daily activities related to the current curriculum.
- Providing one on one time with who need extra help.
- To model honesty, fairness and ethical conduct
- To create and maintain a positive and safe learning environment
- Registering and monitoring the attendance of students under one's care.

COMPUTER SKILLS

- Six Month Computer Course
- Proficient with Microsoft Word, Excel and PowerPoint.

ACHIEVEMENTS

- Secure A+ and **A grades** in various allied and major courses.
- Identified a problem and solved it.
- Come up with a new idea that improved things
- Always Stand 1st in each Class Of Academic Year.

SKILLS

- Self-motivation
 - Confidence
 - Patience
 - Creative
 - Planning
 - Self-Discipline
 - Adaptability and Flexibility
 - Extrovert
 - Decision Making
 - Critical Thinking and Analytical Skills
 - Excellent **Communication Skills**
 - Planning and Organizing Skills
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PROFESSIONAL STRENGTH

- Team Work
 - Leadership
 - Problem-solving and decision-making
 - Methodical way of thinking
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HOBBIES

- Research work profession related.
 - Historical and renowned places
 - User of Internet &- Email.
 - Reading Books
 - Writing
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REFERANCE

To be furnished on demand.
