

Javeria Imtiaz

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Marital Status: Married

OBJECTIVE	Seeking an opportunity to work in a challenging environment to contribute my abilities and skills towards the growth and development of a progressive organization and establish myself as a productive asset for the company.
WORK EXPERIENCE	(6+ Years of Work Experience as Teacher) Organization : Dar-e-Arqam School Mandra Designation : Teacher (English, Urdu, GK to Jr. Classes and Conduct PTM) Location : Mandra. Tenure : Oct 2023 – till date Organization : Sapling Education System Mandra Designation : Teacher / Section Head (English, Urdu, GK to Jr. Classes, Organize School Council Meetings, Conduct Sports Activities and Conduct PTM) Location : Mandra. Tenure : Feb 2019 – Sep 2023 Organization : Al Aziz Public High School Faisal Colony Mandra Designation : Teacher (Class Teacher) Location : Mandra Tenure : February 2017 – March 2018 Organization : Fauji Foundation School Mandra Designation : Internship Location : Mandra Tenure : 2 Month
ACADEMICS	Qualification: M.Phil. in Education (M.Phil) Institute: University of Muslim Youth (My University), Islamabad. Session: 2024 (Continue) Qualification: Master of Education (M. ED) Institute: University of Arid Agriculture, Rawalpindi. Session: 2015 Qualification: Master’s in history (M. ED) Institute: University of Punjab, Lahore. Session: 2014 Qualification: Bachelor of Education (B. ED) Institute: AIOU, Pakistan Session: 2013 Qualification: English Spoken Course Institute: Ayyan Montessori, Islamabad Session: 2022 (3 Month)
TECHNICAL SKILLS	• Proficient in Microsoft Office (Word, Excel, PowerPoint)
ADDITIONAL CAPABILITIES	• Fluent in English speaking and able to communicate effectively. • Excellent communication and organizational skills • Good team player as well as able to work independently • Fast learner and cheerfully accept new challenges • Able to work in a high-volume environment • Strong interpersonal and multitasking skills
LANGUAGES	• Fluent in English, Urdu & Punjab