

NAJIA RASHID

✉ najia.94.nr@gmail.com

WORK EXPERIENCE

Science Teacher and Curriculum Coordinator

Headstart School

11/2022 Rawalpindi

2022 – Present

- Managed and delivered science curriculum for middle school students, ensuring adherence to educational standards and improving student engagement.
- Coordinated with fellow educators to develop and implement innovative lesson plans, enhancing the overall curriculum.
- Oversaw classroom management and enforced school policies, contributing to a disciplined and productive learning environment.
- Led initiatives to integrate technology and interactive methods into science teaching, boosting educational effectiveness.

Science Teacher

Grammar School, Rawalpindi

11/2020 - 09/2022, Rawalpindi

- Directed science and mathematics instruction for middle school students, including the development of comprehensive lesson plans and educational materials.
- Served as Subject Chief of Science, leading a team of science teachers in the review and enhancement of lesson plans and study schemes.
- Administered and enforced school discipline policies, maintaining a structured and respectful classroom environment.
- Managed administrative responsibilities related to student performance and classroom activities, including detailed record-keeping and reporting.

OBJECTIVE

Dedicated professional with a strong background in education and research. Experienced in managing projects, leading teams, and handling administrative tasks. Skilled in data analysis, communication, and maintaining organized systems. Seeking to apply these abilities to contribute to efficient office operations and support business activities.

SKILLS

Communication Skills

Microsoft Office

Project Coordination

IBM SPSS

MVSP

ArcGIS

EDUCATION

MPhil Environmental Sciences, Quaid i Azam University, Islamabad

09/2013 - 09/2017

Research Project: *Occupational Exposure to Dust Bound Heavy Metals and Its Association with Urinary and Oxidative Stress Biomarkers among Coal Mine Workers in Pakistan*

BS Environmental Sciences, Fatima Jinnah Women University, Rawalpindi

09/2013 - 09/2017

Research Project: *Uptake of Heavy Metals by Selected Native Flora*

LANGUAGES

English

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Urdu

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