

CV/ Khadija Aziz

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Objective

- Seeking the career as a Teacher/ Lecturer where my skills and abilities to implement.

Academic Education/ Degree Courses

2025, MS Management Sciences (Continue)

(Foundation University Rawalpindi)

1st semester	Subjects	2nd semester	Subjects
1	Business Communication and Report Writing	1	Business Economics
2	Management Theory and Practice	2	Finance for Managers
3	Accounting for Managers	3	Project Management
4	Marketing Theory and Practice	4	Management Information System
5	Quantitative Techniques	5	Human Resource Management

2024, MPhil Educational Sciences

(National University of Modern Languages Islamabad)

1st semester	Subjects	2nd semester	Subjects
1	Quantitative Research	1	Qualitative Research
2	Curriculum Planning and Management	2	Philosophical Foundations of Education
3	Educational Leadership and Management	3	Assessment and Evaluation in Education
4	Entrepreneurship in Education	4	Education and Sustainable Development
Research			

2021 June, B.Ed. 1.5 years /Equivalence MA Education from HEC
(Hamdard University city campus Karachi)

1st semester	Subjects	2nd semester	Subjects
1	Human Development	1	Philosophy of Education
2	Critical Thinking	2	Research Method in Education
3	Management Strategies	3	Professionalism in Teaching
4	General Method of Education	4	Educational Statistics
5	Curriculum Development	5	Area of specialization School Leadership
6	Educational Assessment and Evaluation.	6	Plan Implementation and Educational Management
3rd semester	Subjects	Research 1-Impact of Cultural Diversity in Classrooms of Secondary Schools. 2-The Anatomization of Learning Principles Administration in Secondary School Teaching.	
1	Research Project		
2	Teaching Practice		
3	Pedagogy and Micro teaching		
4	Contemporary trends and Issues in Education		
5	Area of specialization Educational Leadership and Management		
6	School Administration and Supervision		

2019, July MA Masters in International Relations (IR)
(Karachi University)

1st Year	Subjects	2nd Year	Subjects
1	Principles of International Relations	1	International Politics Since 1939
2	International Law	2	The Politics of International Economics Relations
3	International Organization	3	Strategic Studies
4	European Diplomacy 1815-1939	4	The Middle East Since 1919
5	Pakistan In World Affairs	5	Easy

2007, Sept MSc Masters in Clothing Textile and Merchandising

(Rana Liaquat Ali Khan - Govt. College of Home Economics, Karachi)

1 st Year	Subjects	2 nd Year	Subjects
1	Research Methods in Home Economics	1	Home Economics Education
2	Statistics and Computer Programing	2	Experimental Textile Practical
3	Textile Chemistry	3	Development and Trend in Clothing and Textiles
4	Historic Costume and Factors Underlying Fashion	4	Costume and Textile Designing
5	Marketing and Merchandizing	5	Thesis and Viva
Research	To Gain knowledge about the wardrobe planning of the students of R.L.A.K. Govt. college of Home		

Internship regarding MSc Degree

Sr. No.	Company	Course	Month /year	Duration	Responsibilities
1	Sanum Boutique	Marketing	May 2006	15 days	Window Display; Theme – Engagement Party
2	Portia Fabrics	Marketing	January 2006	15 days	Sales person
3	Siddiq Sons	For all course	June 2006	15 days	Work in Color Lab. Quality Control Lab. Stitching Department. Merchandizing Department. Weaving Department.

2005, June BSc

(Rana Liaquat Ali Khan - Govt. College of Home Economics, Karachi)

Specialization Subjects – Creative Clothing and Advance Clothing

2003, March HSC – Applied Sciences

(Rana Liaquat Ali Khan - Govt. College of Home Economics, Karachi)

Subjects – Bacteriology, Applied Chemistry and Applied Physics.

2000, March SSC – Bio-science

(Saifyah Girls High School)

Subjects – biology, chemistry and physics

Research Publications

S.No	Name of Author	Title of Research Paper	Title of HEC Recognized Journal (national/ international)	Discipline/ Type of Journal
2	Single author (Khadija Marvi) Dated: 10th March 2023	The Anatomization of Learning Principles Administration in Secondary School Teaching. https://doi.org/10.47672/ajep.1367	An International Journal https://ajpojournals.org/journals/index.php/AJEP/article/view/1367	American Journal of Education and Practices ISSN 2520-3991(online) AJPO.org
3	Single author (Khadija Marvi) Dated: 30 th January 2023	Impact of Cultural Diversity in Classrooms of Secondary Schools. DOI: 10.4236/ce.2023.141014	An International Journal https://www.scirp.org/journal/paperin formation.aspx?paperid=122688	Scirp.org Creative Education ISSN Online: 2151-4771 ISSN Print: 2151-4755

Conference Attended

Sr. No.	Title	On	At
1	Hamdard 1st International Conference (Linguistic Literature)	Wednesday 7th of April 2021	At Hamdard main Campus Madinatul hikma Karachi.

PEER Review

Sr. No.	Peer review Certificate	Title of research Paper	Magazine	Published
1	yes	“It’s not a Mess -This is who I am, Ask me about my Culture” Why Embracing Cultural Diversity and Awareness in the Classroom Is Important.	Scirp	No Withdraw by author
2	yes	Interactions Between Teacher and Students with Disabilities in Inclusive Public Primary Schools in Togo	Scirp	

Additional Certificate Courses

Sr. No.	Institute	Course title	Duration	Year
1	INFO Point	WEB Designing	3 months	2003

2	The World Memon Foundation	English Language Advance	3 months	2005
3	The World Memon Foundation	Boutique Designing	3 months	2005
4	The World Memon Foundation	Textile Designing Advance	3 months	2005
5	The World Memon Foundation	Fashion Designing Advance	3 months	2005
6	R. L. A. K. Govt. College OF Home Economics, Karachi	ISO Standard 1998	15 days'	2006
7	R. L. A. K. Govt. College OF Home Economics, Karachi	Professional Screen Printing for Textile	3 days' Work shop	2007
8	Pak College	MS Office	3 months	2008
9	IBA Institute of Business Administration	Business Language and Presentation Skills	3 months	2011
10	Notre Dame Institute of Education	Learn to teach and guide through psychology	6 months	2019
11	Notre Dame Institute of Education	Efficiency in managing a classroom	6 months	2019
12	Notre Dame Institute of Education	Developing Critical Thinking and Reflection Practice in classroom/ schools	6 months	2019
13	National University of Modern Languages Islamabad	Introduction to Statistical Package for Social Sciences (SPSS)	5 weeks Short Summer Course	2023

Official Work Experience

Sr. No.	Organization	Nature of Company	Designation	Duration	Responsibilities
1	JES Instrumentation and Controls	Engineering	Office Coordinator	May - Nov 2007	Work as an Office Coordinator, Receptionist & Records filing.
2	Equator Edge	Marketing Contractor	Sales Executive	June - August 2011	Tele Marketing
3	JES Instrumentation and Controls	Engineering	Office Coordinator	17th Nov 2011 - 31st January 2013	Work as an Office Coordinator, with whole Project documentations. Recruitment and selection non-management staff. Maintaining employee personal files. Developing job description. Maintaining and checking attendance record and salaries.

					Handling general administration and HR matters in coordination with senior management. Handling Customer care email account and do coordination with customers via email. Drafting letters, Notes and Memos. Do Documentation of all inquiries, drawings and other belongings order wise in project files
4	Prudential Enterprises	Home textile buying house	Assistant Merchandiser	20 th March –31 st September 2013	Communicating with buyers by mail for new queries as well as updates. Do discussion with vendors and explain new development requirements to vendor team. Collect samples trims and different types of swatches from the vendors. Submission of samples to buyer through courier Follow up with vendors for samples Follow up with buyers for approvals and feed back Update comments on particulars styles or order to vendor representative Update the buyers with the order status at all stages Selection and finalizing of vendors for the upcoming orders based on vendors

					experience of making similar products Handle quality issue for sampling as well as production Preparing inspection schedule for shipment and notifying to quality department in the qc department. Maintaining files and accounts Update time and action calendars.
5	Cotton and Cotton	garment buying house	MTO Merchandiser	28 th Of Aug – 12 th Dec 2014	Maintain and proceed orders in production department. Correspondence with all outlets. Shipped orders inside country and outside the country outlets.
6	24-7 consultancy (SMC,PVT) LTD	IT Firm	Admin	1 st July - 12 th Sep 2023	Develop policies for company. Inventory updating on excel sheet. Email Coordination.

Teaching Work Experience

Sr. No.	School	Designation	Duration	Responsibilities
1	Royal Public School	Class Teacher of class 9th	Sep – Nov 2005	Subject teaching Bio and Chemistry
2	Toronto School of Academic Excellence	Subject Teacher of Class 4th and 5th	Oct – Nov 2010	Subject teaching Social studies and science
3	Saifia Boys High School	Class Teacher of Class 6th and Subject Teacher of class 7th	Nov 2010 – May 2011	Subject teaching Science

4	Zafar Public Secondary School	Subject Teacher Biology, Chemistry and Pakistan Studies	Jan 2015-Feb 2020	Teaching and Academic Incharge
5	Karachi Bright way Academy (KBA)	Class Teacher 9 th and Subject Teacher 6 th , 7 th , 8 th	Mar - June 2021	Subject teaching, English, Science, Chemistry