

Saima Yasmeen

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Gulistan Colony, Lane no 3, Rawalpindi

EDUCATION

M Phil Education	2011
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Foundation University, Rawalpindi

Scored 3.52 CGPA/4

MA Education	2007
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University of Sargodha

Scored 3.49 CGPA/4

Bachelor of Arts (B.A)	2005
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Punjab University

Scored 55%

FSC	2002
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Sargodha Board

Scored 42%

SSC	2000
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Sargodha Board

Scored 62%

CERTIFICATE

One year Diploma in Information Technology

MERIT CERTIFICATE

Received **Best Teacher Certificate** for best Result of **B.ed** and **M.ed** from ICMC

2014

WORKSHOP CONDUCTED

*Conducted 10 days teacher training workshop as a co-facilitator Organized by
Foundation University Islamabad from 20 June 2011 to 01 July 2011*

EXPERIENCE

Lecturer (Education) + Academic Coordinator

2012-Continue

Islamabad College of Management and Commerce, Rawalpindi

Job Description:

- Manage test schedules and result compilation.
- Assist in student enrollment and orientation.
- Plan class timetables and monitor student performance.
- Act as a link between students, teachers, and administration.

Focal Person (ADP program {University of Sargodha})

2024-Continue

Islamabad College of Management and Commerce, Rawalpindi

Key Responsibilities:

- Main contact person between university and college regarding policies and guideline.
- Assists with curriculum, exams and manage student registration.

Visiting Lecturer (Education)

2012-2014

Foundation University, Islamabad

Lecturer (Education)

2010-2011

Jhanda Chichi College, Rawalpindi

RESEARCH CONDUCTED

- *Research on “Needs skills and availability of information Technology” in the management of teaching departments of university of Sargodha*
- *Comparative Study in the use of Information technology in the subject of Education in public and Private Universities of Islamabad and Rawalpindi*

RESEARCH PUBLICATIONS

The needs, skills and availability of information technology in management of teaching departments at university of Sargodha, Pakistan: an investigative study

<http://www.savap.org.pk/journals/ARInt./Vol.4%283%29/2013%284.3-38%29.pdf>

Comparative Study of the Availability and Use of Information Technology in the Subject of Education in Public and Private Universities of Islamabad and Rawalpindi.

<http://sgo.sagepub.com/cgi/reprint/5/4/2158244015608228.pdf?ijkey=Dl5ostFVzXdSejR&keytype=finite>