

MARIA SHARIF

Social Studies & History Teacher

DOB: 18-September-1999

Marital Status: Single

Gender: Female



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✉ mariasharif328@gmail.com

📍 Islamabad, Pakistan

ABOUT ME

I am a dedicated, organized and detail-oriented Social studies and History Teacher. Aiming for the role at an organization which will provide me with the opportunity to develop new skills while making meaningful contributions to the team's success. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I identify and develop opportunities.

EDUCATION

● MS – Political Science | 2024

International Islamic University, Islamabad, Pakistan

● M.A (Master of Arts) – Political Science | 2020

International Islamic University, Islamabad, Pakistan

TEACHING EXPERIENCE

● Visiting Lecturer | Tenure: Sep 2024 – Jan 2025

Kotli University Azad Kashmir, Pakistan

- Deliver engaging lectures and practical lessons to undergraduate students.
- Develop course materials, assignments, and assessments per syllabus guidelines.
- Provide academic guidance and mentorship to support student learning.

● Pakistan Studies & History Teacher | Tenure: Feb 2021 – Mar 2022

The Scholars School System, Mansehra, Pakistan

- Deliver engaging lectures on Pakistan's history, culture, and geography.
- Develop lesson plans covering key historical events and political evolution.
- Assess student progress through tests, assignments, and class participation.

INTERNSHIPS

● Internee – Researcher | Tenure: Jul 2024

International Institute of Peace Leaders, Islamabad, Pakistan

● Internee – Sales Consultant | Tenure: Jan 2023 – March 2024

EMARAT Developers, Islamabad, Pakistan

OTHER EXPERIENCE

Office Administrative Assistant | Tenure: 2025

International Islamic University, Islamabad, Pakistan

- Developed a filing system that reduced retrieval time by 30%
- Enhanced communication between departments, increasing collaboration

Researcher | Tenure: Jan 2024 – Jan 2025

International Institute of Peace Leaders, Islamabad, Pakistan

- Collaborated with international teams to drive break throughs.

Proofreader | Tenure: Jan 2024 – Jan 2025

Signum Concepts, Islamabad, Pakistan

- Enhanced document quality by eliminating errors.
- Delivered meticulous grammar and style checks.

Enumerator | Tenure: Jan 2023 – Jul 2023

Labor Welfare Department, Islamabad, Pakistan

- Optimized workload management for faster results.
- Boosted efficiency with innovative survey techniques

CERTIFICATES AND ACHIEVEMENTS

- Leadership Qualities – HP Life | Oct 2024
- Project Management – HP Life | Aug 2023
- Be a Great Mentor – Torrance Learning | Oct 2024
- Social Media Marketing – HP Life | Aug 2024
- Course in Mastering Classroom Management-The Case HQ
- Online Course in Designing Effective Summative Assessments
- Diploma in Teaching Assistant – Oxford Home Study | Feb 2025
- Graphic Designing – TEVTA Pakistan | Mar 2022
- Teaching English as a Foreign Language (TEFL) – ACCREDITAT and TEFL Hero | Mar 2025
- Office Administration – Oxford Home Study Center(OHSC) | Mar 2025

EXTRA-CURRICULAR ACTIVITIES

- Participation in National Panel Discussion – International Islamic University | Jul 2024
- Participation in National Speech Competition – International Islamic University, Islamabad | July 2019
- Participation in International Women's Day Documentary Competition – International Kashmir Lobby Group | March 2023

PUBLICATIONS

- **Improve Climate Resilience in Areas Affected By Conflict** – Improve Climate Resilience affected by conflict in Azad Kashmir | Aug 2024 .

PERSONAL QUALITIES

- Passionate about teaching with strong communication and storytelling skills.
- Encourages critical thinking and fosters a love for history.
- Adaptable, patient, and skilled in engaging diverse student groups.
- Highly organized with effective classroom management strategies.
- Committed to lifelong learning and professional development.

COMPETENCY PORTFOLIO

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|-------------------------|----------------------------|--------------------------|
| • Article Writing | • Experimental Proficiency | • Active Learning |
| • Time Management | • Social Media Marketing | • Detail Oriented |
| • Leadership | • Interpersonal Skills | • Problem Solving Skills |
| • Relationship Building | • Effective Strategies | • Presentation Skills |
| • Communication | • Discipline Management | • Team Collaboration |

COMPUTER SKILLS

- Microsoft Office (Word, Excel and PowerPoint)
- Online Teaching (Zoom, Google Meet)
- Graphic Designing
- Use of different software's

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Pahari (Native)
- Arabic (Proficient)

REFERENCES

- Will be furnished on demand.