

Hina Ahmad

📍 Rawalpindi, Pakistan

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🎯 Objective

Passionate and structured art educator with a Master's in Fine Arts and over a decade of experience in creative instruction, curriculum development, and teacher training. Committed to fostering artistic exploration, critical thinking, and inclusive learning environments across age groups.

👩🏫 Teaching & Coordination Experience

Early Years Teacher

Benchmark School System, Junior Campus – Rawalpindi

August 2023 – Present

- Delivering foundational education with creative integration of visual arts
- Supporting curriculum planning and classroom management

Early Years Teacher & Coordinator

Army Public School & College, Chaklala Garrison – Rawalpindi

April 2019 – September 2022

- Subject Teacher and Maths Coordinator (2020–21)
- E.P.L Coordinator (2021–22): Managed reports (Tarbiyah, activities, online sessions), weekly video tutorials during lockdown
- Assisted with IT-related tasks: notifications, presentations, brochures, worksheets

Early Years Coordinator

Discovery Schools System – Rawalpindi

October 2018 – April 2019

📋 Designed Montessori activities and exercises

- Managed parent-child interactions and curriculum guidance

Montessori Teacher

Grammar School, Junior Campus – Rawalpindi

November 2017 – June 2018

- Conducted circle time, oral drills, E.P.L exercises, and educational activities

Art Teacher (Junior Wing)

Roots Millennium Schools – Rawalpindi

October 2011 – December 2011

- Led art projects from Montessori to Grade 5, including planning and execution

Junior Ad Hoc Teacher

Fauji Foundation School – Rawalpindi

October 2006 – August 2007

- Assisted in classroom teaching, art/physical activities, and project preparation

Creative & Freelance Work

Freelance Writer & Content Creator

2009 – Present

- Published poems, stories, and articles on platforms like AllPoetry.com and PoemsQuotes.com
- Managed social media page for a private school: report writing, record maintenance, video creation

Junior Designer (Internship)

Abbasy & Associates – Rawalpindi

August 2009 – October 2009

- Assisted in design projects and layout development

Education

Master's in Fine Arts

Foundation University – Rawalpindi

September 2007 – February 2010

Bachelor's in Home Economics

unjab University – Lahore

September 2001 – October 2006

Matriculation in Biology

Army Public School for Girls, Azam Garrison – Lahore Cantt

February 1999 – April 2001

Skills

Design & Illustration Tools

- Adobe Photoshop, Krita, Punch/Smart 3D, AutoCAD, 3ds Max

Instructional & Presentation Tools

 Microsoft Office (Word, PowerPoint, Excel)

- Active Inspire, Mozabook, Smartboard handling

Content Creation & Digital Tools

- InShot, Kinemaster (video tutorials), Zoom Classroom

- Excellent typing/editing (40–45 wpm)

Professional Development & Certifications

- **Cognitive Behavioral Therapy** (eMind Institute – ongoing)
- **Soft Skills & Colleagueship Management** (GMCI)
- **Reading Skills Enhancement** (Oxford Certified – Sir Zulfiqar)
- **Storytelling & Narration** (GMCI)
- **Jolly Phonics & Grammar** (GMCI)
- **Arabic Khataati** (Ehliyan-e-Islam – non-certified)
- **ECCE Basic & Advanced Courses** (GMCI)
- **Urdu Phonics Course** (GMCI)

Teachers Training Intensive Course (GMCI)

- **Parental Guidance Intensive Course** (GMCI)
- **B.Tec learning facilitation and enhancement** (APSACS)