

Personal Skills	Professional Skills
Communication Decision making Conflict management	➤ Design & Development Syllabi (Urdu) ➤ Paper Setting (Urdu; Primary to Intermediate) ➤ Organizational Skills ○ HR, Staff Management, MS Word

Experience in Chronological Order

Alama Iqbal Open University, Isb (Nov 2022 – Till date)

Sub Examiner (Master's Level paper marking), Tutorship

Army Public School and Colleges Secretariat (July 2016 - October 2022)

Assessment & Examination, Review & Quality Assurance, Army Affiliated Institutes Cell.

Major responsibilities included:

- Development of Urdu syllabi , (Primary to HSSC; inline with NLOs of SNC)
- Paper setting for Urdu, Ethics, and Islamiat (Primary to intermediate)
- School Inspection (Army Public Schools across Pakistan)
- Writing subject specific School Evaluation reports
- Content Writing, Research articles, stories

New Model School Rawalpindi (November 1997 to June 2001)

- Principal
- Senior Teacher (Math)

Paragon School Scheme III (August 2005 to September 2008)

- Senior teacher in school and college

Grammar School Rawalpindi (September 2008 to January 2011)

- Junior and Pre-School Teacher

Rawal Cadet College, Gulraiz II Rawalpindi (October 2015 to July 2016)

- Lecturer and in-charge college magazine

Roots School System, O Lvl Branch, Satellite Town (Jan 2011 to Jan 2013)

- Pre O and O Level (Urdu)

Academic Qualifications	Professional Qualifications
▪ PhD Urdu (In Process) Federal Urdu University, Islamabad ▪ M. Phil Urdu (2018) Federal Urdu University, Islamabad ▪ M.A Urdu (2008) University of Punjab, Lahore ▪ B. A (2001) University of Punjab Lahore ▪ F. A (1999) FBISE ▪ Matric (1997) FBISE	▪ M. Ed (2007) NUML, Isb ▪ B. Ed (2003) PAF College of Education, Chaklala, Rwp

Diploma

- English Language from NUML Islamabad
- Calligraphy from Iranian Institute Khana-e-Farhang

Seminars | Workshops | Trainings | Webinars

- International Teacher Symposium **Navigating Teaching & Learning** (2021)
- Professional development, **Updating Teaching Techniques**, webinar by Ian Riley (26 July 2021)
- Professional development, **Exploring Higher-Order Thinking Skills In Urdu Language Teaching Through SNC** (2020)
- Participation in Discipline Without Stress (**Class Room Management**), Roots Academy of Professional & intellectual development (June 2011, RAPID)
- Effective Urdu teaching Workshop by Ghazala Qureshi (Feb 2009)
- In service teacher training program (INSETT) Urdu workshop
- 18th SPELT international Conference (Nov 2002, AIOU)