

Rizwana Jamshed

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📍 Vill & P/O Sagri ,Mohallah Awan ,
Teh & Distt Rawalpindi (47540)

🇵🇰 Pakistani

📋 OBJECTIVE

Motivated and dedicated education professional seeking to contribute meaningfully to a dynamic and growth-oriented organization that values innovation, collaboration, and professional development. Committed to continuous learning and leveraging proven experience to support institutional success.

Bringing over twelve years of experience in teaching and academic administration from reputable institutions, with strong expertise in organizing and supporting the day-to-day operations required for the smooth functioning of educational environments. Skilled in handling academics, examinations, admissions, and recruitment processes, alongside planning and managing workshops, seminars, cross-institutional networks, and training programs.

📜 CERTIFICATES

- WordPress
- Freelancing

🔗 REFERENCES

Will be provided if require

📁 EXPERIENCE SKILLS

**Academic Training Hub ,Institute of space technology
Islamabad**

Program Manager
03/2023 – Present

**Benchmark School System Senior Branch, GT Road
Islamabad**

Sr. Lecturer
01/2022 – 02/2023

**Islamabad Model College for Girls Rawat(F.A)
Islamabad.**

Sr. Lecturer/IT Coordinator
01/2018 – 2022

Fazaia Inter College, Nur Khan base Rawalpindi

Sr. Lecturer (IT)
09/2016 – 01/2018

**Federal board of Intermediate & Secondary Education
FBISE Examiner (SSC & HSSC)**

2016 – Present

Rawalpindi Cantt College, Rawalpindi

IT Coordinator/Sr. Lecturer (Computer Science)
10/2015 – 05/2016

Federal Science & Commerce College, Rawalpindi

Lecturer (Computer Science)
08/2012 – 04/2015

Siddique Public High School, Rawalpindi

Senior Teacher (Computer Science)
02/2012 – 08/2012

🎓 EDUCATION SKILLS

B.ED

Sarhed University of Science and Technology
08/2022

MS (Computer Science)

Capital University of Science & Technology Rawalpindi
03/2021

Masters (Computer Science)

PMAS Arid Agriculture University Rawalpindi
06/2012

BS Hons (Computer Science)

Sir Syed University of Engineering & Technology Karachi
03/2010

**Intermediate (Computer Science , Economics ,
Mathematics)**

Universal College for Women, 113-C Saadi Road,
Rawalpindi./ FBISE
07/2005

**Matriculation (Computer Science , Physics , Chemistry
, Mathematics)**

Govt. Girls Higher Secondary School Sagri, Rawalpindi/
BISE
08/2003

**IT SKILLS & MAJOR COURSES**

- Visual Programming In Dot net (C#), Web Engineering in HTML and PHP, Software Quality Engineering, Software Project Management , Advance Object Oriented Programming , Data Structure , Software Design And Architecture
- Adept in database MySQL, Oracle and Programming language C#, JAVA, C++ and Internet Applications.
- Conversant with Wordpress, Adobe Dreamweaver, Adobe After Effects, Adobe photoshop.
- Strong communication skills
- Visual Basic, C, C++, C# (Dot.net), Java, XML, Html
- MS Word, PowerPoint, Access, Excel, Publisher
- Adobe Photoshop, After Effects, Audio & Video editing

**LANGUAGE SKILLS**

English

Urdu

Punjabi

Pothwari

**PROJECTS****Project Evaluation System:**

Final Project of MCS:

- The Project is basically a web based application.
- A user friendly interface is the mainstay in the design
- PES is protected from unauthorized access.
- Students will have to get him/her registered on PES.

- Internal/External supervisor and Examiner assigned to student groups.
- Internal/External supervisor assigns weekly tasks and follow up.
- Internal/External and Examiner evaluates the students at different levels.
- Internal/External and Examiner can see work progress of a task which is assigned by the supervisor.
- Only student has right to update the progress bar. Supervisor can only view it.

Capital Fashion Boutique:

Final Project of BS (CS)

- It is a web base project.
- It Provides user friendly environment for customers.
- Its basic purpose is to maintain orders from customers.
- Provides latest fashion materials.
- Any activity perform upon orders is informed to customers.