

Hira Janjua

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Rawalpindi, Pakistan.

0333-5733174

Personal Summary

Experienced passionate teacher with more than 4 years as a skillful educator who cares deeply about student success. Motivational educator driven to help each student understand and enjoy learning.

Now looking for challenging position where I can prove myself as an addition to the intellectual assets of the entity and explore new horizons; further my career development and enhance my proficiency.

Professional Experience:

CTI Economics

Worked as Internee Lecturer at Govt. Associate College for Women Gujjar Khan. From January 19, 2023 to May 15, 2023 & from 02 November 2024 to 30 April 2025.

Economics Lecturer

Worked as Lecturer of Economics at Mashaa Allah Girls College for a period from January 1, 2014 to December 15, 2018.

- Prepared and delivered lectures to the students.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Maintained student attendance records, grades, and other required records.
- Planned, evaluated, and revised curricula as per needs, content and methods of instruction.
- Evaluated and graded students' class work, assignments, and papers.
- Supplied one-on-one attention to each student while maintaining overall focus on the entire group.

Internee

- Worked as an internee for a period from July 07, 2010 to August 27, 2010 at "State Bank of Pakistan".

AREAS OF EXPERTISE

- Microsoft office
- SSPS
- Eviews
- Excellent data manipulation and interpretation skill

PERSONAL SKILLS

- Punctual and hardworking,
- Logical thinker
- Problem solver
- Cooperative
- Handle multiple tasks
- Continues learner
- Able to work in stress and strain.
- Good leadership traits

SOFTWARE

- Microsoft Office Eviews

Education and Qualification:

- Bachelor of Education from Allama Iqbal open University
- Master's in economics from National University of Science and Technology.
- The International English Language Testing System (ILETS) 2012 overall 7 band score
- Bachelors in Economics from Fatima Jinnah Women University, Rawalpindi.
- Intermediate from Board of Intermediate & Secondary Education, Rawalpindi. 1st Division.
- Matriculation from Federal Board of Intermediate & Secondary Education. 1st Division.

Research Projects:

- Impact of Fiscal Decentralization on poverty for the case of Pakistan.
- Impact of Public Investment on Private Investment: A case study for Pakistan.

Personal Skills:

Punctual and hardworking
Collaborative team player
Tutoring and mentoring

Logical thinker
Classroom management
Positive learning environment

Computer Skills:

- Microsoft Office
- Eviews
- SPSS

- English: Excellent in Reading, Writing and Speaking
- Urdu: Excellent in Reading, Writing and Speaking
- Punjabi: Good in Reading, writing and Speaking

REFERENCE

Would be provided on demand