

Curriculum Vitae

Saira Zia
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Professional Summary

Dedicated and motivated education professional with over 5 years of teaching experience at PMAS Arid Agriculture University Literacy School and 4 years of experience in organizational roles. Holds an MSc in Education and currently pursuing MSc in Pakistan Studies. Adept at curriculum design, student mentoring, classroom management, and administrative coordination. Recognized for building engaging learning environments and contributing effectively to academic and institutional growth.

Education

MSc Pakistan Studies – In Progress
Allama Iqbal Open University (AIOU), Pakistan

MSc Education – Completed
PMAS Arid Agriculture University, Rawalpindi, Pakistan

Professional Experience

Teaching Experience (2014 – 2020)

PMAS Arid Agriculture University Literacy School, Rawalpindi – Teacher

- Taught a range of literacy and education subjects to students.
- Designed and implemented effective lesson plans aligned with curriculum standards.
- Conducted student assessments and provided academic mentoring.
- Encouraged holistic development through co-curricular activities.
- Created an inclusive and motivating classroom environment.

Organizational Experience (4 Years)

[Organization Name], Rawalpindi – Role/Designation

- Assisted in planning, coordination, and execution of organizational programs.
- Conducted trainings, workshops, and community engagement activities.
- Handled documentation, reporting, and stakeholder communication.
- Supported administrative operations and teamwork.

Core Skills

- Curriculum Development & Lesson Planning
- Student Mentoring & Counseling
- Classroom & Academic Management
- Administrative & Organizational Management
- Training & Workshop Facilitation
- Effective Communication & Interpersonal Skills
- Report Writing & Documentation

Languages

- English – Fluent
- Urdu – Native

References

Available upon request