

NABILA KHAN

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Professional Summary

Dedicated and knowledgeable Computer Teacher with a BS (Hons) in Computer Science and over 7+ years of combined experience in education, technology facilitation, and IT support. Skilled in delivering engaging lessons that integrate computer literacy, programming, and digital skills. Adept at using innovative tools and software to enhance learning experiences. Passionate about fostering a strong foundation in computing concepts and inspiring students to develop confidence in technology use.

Academic History

BS (Hons) in Computer Science – Karakoram International University Gilgit

Work Experience

British Council Pakistan | Technology Facilitator AKHSS HUNZA| 2014-2016

- Conducted professional development sessions and workshops for teachers on technology integration and digital literacy.
- Supported educators in using educational software and digital classroom tools.
- Delivered instruction on computer fundamentals, Microsoft Office, and internet applications.
- Assisted students and teachers in troubleshooting hardware and software issues.

AKESP, AKHSS Schools |ICT Integration Project Lead |2016 – 2018

- Emphasize roles such as developing ICT curriculum, training teachers, teaching Grades 8–12, and leading digital learning initiatives.
- Conducted training workshops for teachers on integrating technology into lesson plans.
- Installed and maintained lab software and ensured optimal use of ICT resources in classrooms.
- Supervised student ICT projects and competitions to encourage innovation and creativity.

AKESP, AKHSS Hunza | Computer Teacher| 2018 – 2020

- Delivered computer science curriculum to secondary and higher secondary students.
- Taught programming fundamentals, MS Office, internet use, HTML/CSS, and digital literacy.
- Managed classroom learning, assessments, and projects.
- Integrated technology to make lessons more interactive and engaging.

Tejari Pakistan | Customer Support Executive | 2019 – 2020

- Trained buyers and vendors on eSourcing modules and system use.
- Delivered user training and support for digital platforms.
- Assisted clients with software troubleshooting and account management.

Zahdan Technologies | Business Analyst | 2021 – Present

- Collaborate with teams to design and implement IT and software solutions.
- Create process documentation and train users on system functionalities.
- Conduct workshops to explain eTendering and procurement modules.
- Provide support and guidance to users, enhancing their technical understanding.

Certification

JAGGAER Advantage Foundations & Configuration

JAGGAER Advantage Analytics

CAPM® Certification Course

Key Skills

Computer Literacy (MS Office, Internet, Email, File Management)

Programming Fundamentals & Software Applications

Technology Integration in Education

Troubleshooting & Technical Support

Strong Communication and Presentation Skills

Classroom Management & Student Engagement

Additional Expertise

proficient in graphic design tools including Canva, CorelDRAW, Illustrator, and InDesign useful for creating educational materials, visual aids, and digital classroom content.