

Misbah Sultana

OBJECTIVE

To leverage my skills, knowledge, and experience in a dynamic work environment, contributing to the organization's success while continuously growing both professionally and personally. I aim to demonstrate strong work ethic, problem-solving abilities, and dedication to achieving excellence in my role.

SKILLS

MS Office - Advanced
Email/Internet - Expert
Time Management - Expert
Communication - Expert
Leadership - Expert
Team Spirit - Expert

REFERENCES

Available upon request.

ADDRESS

Mohalla Gulzarabad, Pindi
Gheb District Attock, Pakistan

PHONE

0315-0364127

EMAIL

asd756600@gmail.com

EDUCATION

2023 - 2025

MSCS | COMSATS University Islamabad

2018 - 2022

BSCS | International Islamic University Islamabad

2017 - 2018

FSC (Additional Mathematics) | Private

2015 - 2017

FSC (Pre-Medical) | Fouji Foundation School Pindi Gheb

2013 - 2015

Matric | Oxford Secondary School Pindi Gheb

EXPERIENCE

Teacher - Jinnah International Schooling System Pindi Gheb

Teacher - SLS Model Secondary School System Pindi Gheb

Collaborating with colleagues, parents, and community members to support student learning and achievement is an essential responsibility of a teacher. As a teacher, I maintain a positive classroom environment that promotes student engagement, behavior management, and social-emotional development.

Tutor - Dream Academy Pindi Gheb

Key responsibilities: Planning and delivering effective instruction across various subjects and grade levels, assessing, and monitoring student progress, and providing individualized support and intervention as needed.

Tehsil Monitor - Punjab Socio Economic Registry Survey Project

Key responsibilities: Trained field teams, ensured data quality and survey standards, and submitted daily monitoring reports to BoS/Server Lahore.

CERTIFICATION(S)

2023 Data Analysis through SPSS | Certificate Num: MO24/MARS/SPSS-759

2021 Creative Writing | Certificate Num: JCWMTBYPQ

2020 Freelancing | Certificate Num: DYAVZANPQ

2020 Freelancing | Certificate Num: TriMesh

2020 Graphic Designing | Certificate Num: DXWZQEDPQ