

Summary

- I am seeking a challenging position in an organization where I can learn new skills, expand my knowledge, and help the organization accomplish its ambitions. I am dedicated to getting an opportunity where I can maximize my potential and significantly contribute to the organization's growth.
- I am enthusiastic about seeking a position in a company where I can kickstart my career and build a valuable skill set.

Experience

Hope Public School Shadan Iond

Lecturer, DG khan
09/2023 - 08/2024

Taught a variety of courses including Introduction to Algebra and calculus, Advanced Teaching method Developed course materials, such as syllabi, lecture notes, and assignments. Mentored students in research and design projects. Conducted research and published extensively in the field of Mathematics. Attended teaching conferences to stay up to date on the latest trends in technology and teaching methods

EFU LIFE ASSURANCE

FINANCIAL ADVISOR, Multan
06/2023 - 08/2023

Carefully evaluate the financial status and outline goals of 10+ clients in order to best determine proper investment, debt management and insurance decisions in tow months Advise clients on risks and benefits of each opportunity, providing documentation and thoughtfully addressing questions and concerns. Maintain top client satisfaction rates (~85%) by developing meaningful relationships Stay up-to-date with current economic climate to best serve clients' needs Increased client satisfaction rating by 2% in my first 2 months. Presented financial planning seminars to existing and prospective clients. Discovered undervalued investments and identified long term sustainable growth. Provided high quality investment guidance to clients based on their needs, goals, and lifestyle. Contributed to a productive and happy work environment, dedicated to the satisfaction of the client.

Zakriya Higher Secondary School DG Khan

Education Coordinator, Multan
03/2020 - 08/2022

- Successfully developed and implemented innovative adult education programs for a variety of individuals.
- Experienced in designing and delivering engaging and effective educational materials to diverse audiences.
- Demonstrated ability to collaborate with other departments and stakeholders to develop and execute educational initiatives.
- Sustain a teacher base to teach current class schedule..
- Set up/cancel classes, Produce excel schedules with-in a set time frame. to be sent to printers, Maintain all student registrations in data base.
- Teach classes as needed such as sewing, jewelry, quilting, knitting,
- crocheting, painting, scrap booking, paper crafts, Locate teachers and complete the hiring process for new teachers, Compose and maintain payroll accounting documents.
- Research the trends in the craft world and provide classes addressing those trends.

Education

M.Sc Applied Mathematics

Institute of southern Punjab, Multan, Multan

09/2024

B.Sc Double Math And Physics

B.Z.U Multan, Multan

07/2018

F.Sc Pre-Eng

Muslim Group Of Colleges, Multan, Multan

07/2016

Matric

Government Higher Secondary School Shadan Lound, DG Khan

05/2014

Skills

Communication skills, Time management, Microsoft word, Microsoft excel, Customer service, Computer literacy, Leadership, Documentation review, Office Management

Languages

English, Urdu, Punjabi

Certificates

Human Resources Manager , SOCIAL MEDIA MANAGEMENT