

Aiman Naz

I am a teacher, and I teach at a school. Along with that, I also work in the office doing tasks like MS Word and formatting.

PERSONAL INFORMATION

Telephone

03151561437

Email

naz99363@gmail.com

LANGUAGES

English

Urdu

SKILLS

Communication

Expresses ideas clearly, listens actively, and tailors messages to diverse audiences.

Active Listening

Fully engages with speakers, clarifies information, and demonstrates understanding.

Effective Feedback

Provides and receives constructive feedback to support continuous improvement.

Negotiation

Arrives at mutually beneficial agreements by balancing diverse interests and perspectives.

Teamwork

Collaborates seamlessly with others to achieve shared goals and foster positive work relationships.

Problem Solving

Identifies issues, analyzes situations, and develops effective solutions under pressure.

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with strong communication and organizational skills. Dedicated to achieving goals efficiently and contributing positively to team success. Quick learner with the ability to adapt to new challenges and environments, always focused on delivering quality results.

WORK EXPERIENCE

Teacher | IBEX school

1-Aug-2025 — 1-Sep-2025

I was a teacher, and I teach at a school. Along with that, I also work in the office doing tasks like MS Word and formatting.

Assistant Admission Officer | University of Rawalpindi

3-Sep-3025 — 2-Sep-2025

My job there was to handle admissions and convert applicants into applications.

Teacher and Office work | Dare araqam school

5-Oct-2025

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General Secretary | Physio For Life Foundation Pakistan

2023 — 2025

Worked as an Online General Secretary, responsible for organizing meetings, managing schedules, and coordinating classes and events.

Information Secretary | NPIHF(National Platform For Inner Harmony And Faith)

2024 — 2025

I was responsible for collecting all new information and informing members about upcoming events and workshops.

PROJECTS

Research

Conducted a research project exploring the relationship between eating attitudes and body shape perception among young adults.

Technologies used:

Conflict Resolution

Handles disagreements diplomatically by facilitating conversation and reaching consensus.

Decision Making

Evaluates options and chooses effective courses of action to achieve objectives.

INTERESTS

Online Tutoring

Deliver remote tutorials in programming basics, fostering digital literacy and communication skills.

Tech Meetups

Attend local technology groups to network and exchange perspectives on new industry developments.

Public Speaking

Deliver presentations on technology topics at seminars and community events, refining clear and impactful communication.

EDUCATION

BS Psychology | National University of Modern language

2021 — 2025

Score: 3.21

FSC Pre Engineering | Army Public School Fort Road

2019 — 2021

Score: 861/1100

Matriculation | Army Public School Fort Road

2017 — 2019

Score: 966/1100