

JAWAIRIA MURTAZA

ID: 3740502281014 **Nationality:** Pakistani **Date of birth:** 23/09/1998 **Place of birth:** Islamabad, Pakistan

Gender: Female **Phone number:** (+92) 3328514810 **Email address:** jawairiamurtaza92@gmail.com

Whatsapp Messenger: +923328514810

Home: Islamabad, Pakistan, 44000 Islamabad (Pakistan)

ABOUT ME

To begin my career as an energetic employee by gaining exceptional career move ahead through long efforts and performance, who can communicate effectively with members of the institution. Committed to tackling challenges and continuously improving skills to create exceptional user experiences.

WORK EXPERIENCE

International Islamic University, Islamabad – Islamabad, Pakistan

City: Islamabad | **Country:** Pakistan

Visiting lecturer

[01/09/2024 – Current]

- Delivering lectures, seminars, workshops, or studio sessions.
- Preparing course materials (slides, readings, assignments).
- Assessing student learning through assignments, exams, or projects.
- Bringing specialised expertise or industry knowledge to enrich the curriculum.
- Supporting students with practical insights and mentoring (if requested).
- Collaborating with faculty on curriculum design or guest workshops.
- Engaging with academic or student events (guest panels, talks, seminars).
- Contributing to academic outreach or community engagement.
- Participating in conferences or public lectures on behalf of the institution.

Quaid Public School - Islamabad – Islamabad, Pakistan

City: Islamabad | **Country:** Pakistan

Administrative coordinator

[01/03/2022 – 30/09/2022]

- Manage day-to-day office operations and ensure smooth workflow.
- Organise and maintain physical and digital filing systems.
- Prepare reports, presentations, and meeting documentation.
- Schedule meetings, appointments, and events.
- Coordinate travel arrangements, accommodations, and itineraries.
- Ensure data confidentiality and compliance with organisational policies.
- Assist with project timelines, deliverables, and documentation.
- Manage office supplies, inventory, and equipment maintenance.
- Support HR or finance teams with administrative tasks when needed.

Quaid Public School – Islamabad – Islamabad, Pakistan

City: Islamabad | **Country:** Pakistan

Science Teacher

[01/09/2020 – 20/09/2022]

- Plan, prepare, and deliver engaging lessons in Biology, Chemistry, Physics, or General Science.
- Use a variety of instructional strategies to support different learning styles.
- Demonstrate scientific concepts through experiments, models, and hands-on activities.
- Integrate technology and lab equipment safely into lessons.

Develop and update lesson plans aligned with the curriculum and learning standards.
Create assessments such as quizzes, tests, laboratory reports, and projects.
Identify student learning needs and provide differentiated instruction.
Encourage curiosity, critical thinking, and problem-solving skills.
Communicate regularly with parents, guardians, and administrators about student progress.

EDUCATION AND TRAINING

MS Environmental sciences

Islamic International University (IIUI) Islamabad [02/09/2022 – 12/08/2024]

City: Islamabad | Country: Pakistan | Website: <https://www.iiu.edu.pk/> | Level in EQF: EQF level 7

BS Environmental Sciences

Islamic International University (IIUI) Islamabad [01/09/2016 – 16/08/2020]

City: Islamabad | Country: Pakistan | Website: <https://www.iiu.edu.pk/> | Level in EQF: EQF level 6

CERTIFICATIONS

[Organising seminar on impact of climate change on water resources in Pakistan , 2022]

Certification of Appreciation

Mode of learning: Presential

[International GIS Day and Role of GIS in Conservation, 2017]

Certification of Participation

Mode of learning: Project based

[LIFT Pakistan , 2018]

Certification of Participation

PROJECTS

[2019]

National Agriculture Research Center (NARC).

[2019]

08 Weeks Eco-Internship Program with WWF Pakistan.

RESEARCH

[2024]

Research work in final thesis of MS 2024

Assessing Farmers' choices for Crop Residue Management for advancing climate-smart Agriculture in Punjab, Pakistan

[2020]

Research work in final thesis of BS 2020

Observed changes in winter precipitation over North Pakistan from 1971 - 2017

CONFERENCES AND SEMINARS

[2017]

Jump startup Pakistan

[2018]

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 **READING** C2 **WRITING** C2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

Arabic

LISTENING B1 **READING** C2 **WRITING** A1

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Excel / Microsoft Word / Microsoft Powerpoint / Organizational and planning skills / Good listener and communicator / Leadership / Team Management / Decision-making / Team-work oriented