

SHANZA ZULFAIQAR

Teacher | Community Mobilizer | Administrative & Student Support Professional

- Pakistan.
- +92 312 518 0082 • shanza.zulfiqar5@gmail.com
- [linkedin.com/in/shanza-zulfiqar-345ba2190](https://www.linkedin.com/in/shanza-zulfiqar-345ba2190)
- Date of Birth: 20 November 1994 • Marital Status: Married
- Nationality: Pakistan • Visa Status: Non-Resident (Open to Relocate)

CAREER SUMMARY

Dedicated and results-oriented education and community engagement professional with 5+ years of experience in teaching, student support, administration, and communicationnity mobilization. Skilled in classroom management, lesson planning, admissions coordination, inventory documentation, and stakeholder engagement. Proven ability to improve student learning outcomes, conduct awareness campaigns, maintain accurate reporting records, and manage administrative operations efficiently. Proficient in Microsoft Excel, documentation management, communication, and inclusive learning methodologies in educational and community-based environments.

EDUCATION

MASTER OF COMMERCE (M.Com) – Virtual University of Pakistan | **2024**

BACHELOR OF COMMERCE (B.Com) – Allama Iqbal Open University | **2019**

EXPERIENCE

COMMUNITY MOBILIZER – Micromerger Pvt. Ltd., Pakistan.

2024 – 2026

- Conducted community awareness sessions and stakeholder engagement activities.
- Prepared structured reports and maintained accurate field documentation.
- Coordinated outreach activities with local communities and project teams.
- Managed participant records and supported project implementation tasks.

COMMUNITY MOBILIZER – People Pvt. Ltd., Pakistan.

2023 – 2024

- Delivered awareness campaigns and community mobilization sessions.
- Built strong relationships with community members and stakeholders.
- Maintained activity reports and field data documentation records.
- Assisted in planning and coordination of outreach activities.

STOREKEEPER – NUST, Pakistan.

2022 – 2023

- Managed inventory records and stock tracking operations efficiently.
- Maintained Excel-based documentation and inventory databases accurately.
- Coordinated material storage and supply distribution activities.
- Prepared stock reports and inventory documentation for review.

ADMISSION HELPDESK REPRESENTATIVE – NUST, Pakistan.

2020 – 2022

- Assisted students with admissions guidance and inquiry handling.

- Maintained applicant records and documentation management processes.
- Supported front-desk communication and administrative operations.
- Coordinated student support activities during admission campaigns.

TEACHER – Air Foundation School, Pakistan.

2018 (6 Months)

- Delivered classroom lessons using interactive teaching methodologies.
- Assessed student performance and maintained academic progress records.
- Managed classroom discipline and student engagement activities.

HOME TUTOR (Grades 8–10)

2016 – 2019

- Provided personalized tutoring sessions for secondary-level students.
- Developed customized lesson plans based on student learning needs.
- Monitored academic progress and provided regular performance feedback.

CERTIFICATIONS & TRAININGS

QuickBooks Certification

MS Excel & Documentation Training

Community Engagement & Outreach Training

Classroom Management & Student Support Training

PROFESSIONAL DEVELOPMENT

- Strong understanding of inclusive teaching methodologies and student engagement practices.
- Experience in administrative coordination, reporting standards, and institutional documentation.
- Knowledge of inventory management systems, stock control procedures, and operational support.
- Ability to work effectively in educational institutions, NGOs, and community-based projects.

KEY SKILLS & EXPERTISE

- **Teaching & Classroom Management** – Lesson planning, student engagement, discipline management
- **Student Assessment & Support** – Academic evaluation, progress tracking, behavioral support
- **Community Engagement** – Awareness sessions, stakeholder coordination, outreach activities
- **Administration & Documentation** – Record management, reporting, admissions coordination
- **Inventory & Store Operations** – Stock management, inventory tracking, documentation
- **Digital & Office Tools** – MS Excel, MS Word, PowerPoint, QuickBooks
- **Communication & Coordination** – Teamwork, public dealing, problem-solving, multitasking

ACHIEVEMENTS & AWARDS

- Successfully conducted multiple community awareness campaigns with high participant engagement.
- Recognized for maintaining accurate inventory documentation and reporting processes at NUST.
- Improved student academic performance through personalized tutoring and classroom support.
- Consistently praised for communication skills, adaptability, and teamwork in administrative and field roles.

LANGUAGE SKILLS

- **English** (Fluent)
- **Urdu/Punjabi** (Native)