

MAJIDA TAUSEEF

Mobile no: - 0345-5303827

Rawalpindi, Pkistan

E-mail address: majida.tauseef@gmail.com

OBJECTIVES

My aim is to work with dynamic team and acquire extensive knowledge in teaching and administrative field. I want to face challenging tasks with a view to gain and utilize my knowledge for benefits of human beings.

QUALIFICATION

BS Education Equivalent to MA

International Islamic University Islamabad (CGPA 3.67)
(2012)

F.A

(1st Division) Board of Intermediate and Secondary Education Islamabad
(2008)

Matriculation

(1st Division) Board of Intermediate and Secondary Education Rawalpindi
(2006)

EXPERIENCE

- Worked as coordinator/Admin Assistant in Anam Public School Rawalpindi.
- Taught in F.G. Girls High School CH. Iqbal Road Rawalpindi
- Worked as Teacher in Ashraf Foundation School System
- Worked as Secretary at Wesam Al Etihad, Riyadh Saudi Arabia
- Working as Administrative Assistant at Cafedetech.

COMPUTER SKILLS

- MS word
- MS PowerPoint
- MS Excel

PROJECT

Gender Wise Comparison of Student's Attitudes towards Information Technology at Secondary Level at International Islamic University Islamabad

PERSONAL STRENGTH

- Leadership
- Computer Skills
- Willing to take Responsibility
- Ability to work under Extreme Stress/Pressure

INTERESTS

- Reading Books
- Internet

PERSONAL INFORMATION

Marital Status: Married

Nationality: Pakistani

Religion: Islam