

➤ HIRA SAYYAD

CNIC Number: 82101-8922480-0

Date of Birth: 09/04/2000

Contact Number: 03005261392

Religion: Islam

Gender: Female

Current Address: Ghori Town, Phase 4C-1, Islamabad, Pakistan

➤ EDUCATION AND TRAINING

1. MPhil Chemistry

- **University of Azad Jammu and Kashmir, Muzaffarabad** [12/12/2022 – 12/12/2024]
- **Website:** www.uajk.edu.pk | **Field(s) of study:** Organic Chemistry |
- **Final grade:** Marks: 594/800
- **CGPA:** 3.65/4.00

2. Bachelor of Science (Chemistry)

- **Women University Bagh** [03/12/2017 – 03/12/2021]
- **Website:** www.wajk.edu.pk
- **Final grade:** Marks: 3728/4500
- **CGPA:** 3.94/4.00

3. INTERMEDIATE (FSc Pre-Medical)

- **New Chinar College, Bagh AJK** [01/03/2015 – 07/09/2017]
- **Final grade:** Marks: 863/1100

➤ WORK EXPERIENCE

1. Institute: Sahara Children Academy Mallot– Bagh Azad Jammu and Kashmir, Pakistan

- **Occupation:** Science Teacher (Middle level)
- **Duration:** [12/2018 – 01/2022] • **Job Nature:** Private Sector
 - **Responsibilities:** Worked as an Administrator and Teacher, taught Science to (Middle Level) students. Managed school administration and daily office operations. Coordinated and organized school events and academic activities.

2. Institute: Pakistan Ideological Civilization

- **Occupation:** Human Resource Coordinator, Administrator & Volunteer
 - **Duration:** [08-2022 to 3/2026] **Job nature:** Part-time job
 - **Description:** Working voluntarily as a Human Resource Coordinator, Administrator and Volunteer,
- **Responsibilities:** Supporting HR administration, volunteer coordination, event management, documentations while enhancing organizational work.

3. Institute: Boys Intermediate College Mallot, Bagh Azad Jammu and Kashmir

- **Occupation:** SSC level and HSSC level Chemistry Teacher
- **Job Nature:** Government (Contract Basis)
- [05/01/2022 – 30/11/2022] • **Experience:** 11 months

- (Left this job due to continuation of my MPhil studies at Muzaffarabad Azad Jammu and Kashmir, Pakistan).

2. **Institute:** *Girls Intermediate College Thub, Bagh Azad Jammu and Kashmir, Pakistan*

- **Occupation:** SSC level and HSSC level Chemistry Teacher
- [01/02/2025- 25/05/2026]
- **Job Nature:** Government (Contract Basis)
- **Experience:** 1year and 5 months

➤ **HONOURS AND AWARDS**

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1. Institute: Afaq Leaders Club, District Level Award, Azad Jammu and Kashmir
Title: Creative Writing Award [09/11/2012]
 2. Institute: Rangeen Fest Bagh AJK, in collaboration with Hazara University Manshera, Pakistan
Title: Arts Competition Award [31/01/2020]

➤ **CERTIFICATIONS**

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1. **Organization:** The Ambitious Educational System, Lahore Pakistan,
10/06/2021] **Title: 4 Months computer course**
 2. **Organization:** MARS-Multiomics Academy, Pakistan, 31/12/2023]
Title: 20 days Scientific Writing, IELTS, and Foreign Scholarship Course
 3. **Organization:** "Free Teach Academy" Rawalakot, Azad Jammu and Kashmir, 14/06/2024] **Title:**
English Spoken Course organized by "Free Teach Academy AJK", 2024

➤ **LANGUAGE SKILLS:**

Mother tongue(s): Urdu
Other language: English, Punjabi, Pahari

➤ **SKILLS:**

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1. **Communication and Interpersonal Skills**
Content Writing skills, Active listening, friendliness, confidence, problem solving skills, Leadership skill, Classroom management skill, Assessment and lesson planning skills
 2. **Research Skills**
Laboratory Techniques, Synthesis of different compounds for different applications.
 3. **Digital Skills**
Google Drive / Microsoft PowerPoint / Microsoft Office / Microsoft Word / Microsoft Excel

➤ **I will try to give my best during my work duration**