

Anum Farooq

EDUCATION SPECIALIST & ACADEMIC ADMINISTRATOR

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G-9/3 Islamabad, Pakistan

CAREER OBJECTIVE

Dedicated education professional seeking a university role in teaching or administration where I can apply expertise as a Subject Specialist alongside strong managerial skills — contributing to academic excellence, effective institutional management, and professional development in education leadership and human resource management.

WORK EXPERIENCE

Subject Specialist - Education

Dec 2022 - Jun 2023

Government College, Islamabad

- Designed and delivered lectures and lesson plans for education-related subjects, maintaining high student engagement.
- Assessed student academic performance and provided targeted guidance to improve learning outcomes.
- Applied evidence-based classroom management strategies to create a productive environment.
- Coordinated departmental activities, maintained records, and assisted in academic scheduling.
- Demonstrated leadership, multitasking, and communication abilities across administrative functions.

EDUCATION

MS in Education Leadership & Management

International Islamic University Islamabad (IIUI)

CGPA: 3.60 / 4.00

Bachelor of Education - BS Ed Hons (4-Year)

National University of Modern Languages (NUML), Islamabad

CGPA: 3.81 / 4.00

Faculty of Arts (FA)

Private, Islamabad

Score: 832 / 1100

KEY SKILLS

- Academic Leadership
- Curriculum Planning
- Student Assessment
- Institutional Management
- Communication
- Critical Thinking
- Time Management
- Situation Analysis

TECHNICAL

- MS Word / Excel / PowerPoint
- Google Workspace
- Data Entry & Records
- Scheduling & Coordination

LANGUAGES

Urdu Native

English Professional

PERSONAL

DOB

25 August 1999

NATIONALITY

Pakistani