

JOB SEEKER

NAILA PARVEEN



CONTACT INFORMATION

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SKILLS

- Project management, Computer expertise, excellent communication skills, data analysis and report writing

LANGUAGES

- English, Urdu and Sindhi | Advanced

OBJECTIVE

Experienced specialist with a passion for delivering outstanding service.

Self-motivated, team player with strong organizational and interpersonal skills.

Always looking to learn new skills, take on extra responsibilities, and grow professionally.

EXPERIENCE

TEACHER

Coaching center . Shikarpur | - Present

- Instructed students in different areas of study such as history, mathematics and science
- Prepared curriculum and daily lesson plans
- Maintained discipline in classwork and provided resources for lessons
- Assisted special needs students

SUBJECT ESPACIALIST

SARSO. Shikarpur | May 2015 - Aug 2016

- Trained, coached, and supervised new staff members.
- Handled customer complaints with empathy and composure.
- Consistently met my short and long-term targets.
- Proactively participated in meetings and helped create new practices.

ASSISTANT COORDINATER

R D F. Hyderabad | Jan 2007 - Dec 2008

- Consistently met my short and long-term targets.

WORKED AS RESEARCH ASSISTANT

HEC Pak. Islamabad | Jul 2004 - Feb 2006

- Handled customer complaints with empathy and composure.
- Consistently met my short and long-term targets.
- Proactively participated in meetings and helped create new practices.

EDUCATION

MASTERS

Quaid e Azam University . Islamabad | Feb 2004 - Aug 2006

BACHELOR

Shah Abdul Latif University . Shikarpur | Feb 1998 - Oct 2000

INTERMEDIATE

Govt.Girls. College Shikarpur . Shikarpur | Jan 1996 - Dec 2007

MATRICULATION

Govt.Girls High School Shikarpur . Shikarpur | Jan 1994 - Dec 1995

COURSE ON A. SURVEY OF AMERICAN HISTORY

Quaid e Azam University . Islamabad | Apr 2006 - May 2006