

Nadia Haseeb

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109 Marbore Court, Marbore Street, Impala park ,Boksburg, South Africa.

OBJECTIVE To secure position in a challenging growth-oriented, a progressive and dynamic institution where my education, experience and professional augmentation can be developed to their maximum potential.

EDUCATION

MSC Mathematics

Islamia University Bahawalpur (2004)

75 % marks

B:Ed

Islamia University Bahawalpur (2006)

GPA: 4.00

SACE Registration: FP12284957

SAQA Evaluation:

I got level 8 of SAQA evaluation.

PROFESSIONAL EXPERIENECE

Home Tutions in South Africa: –

(Feb 2014 – to-date)

Teaching Mathematics to the students from grade 1 to grade 12

Umm-Al-Qura Public School, Bahawalpur

(Jan 2005 – Aug 2007, Jan 2009 - Mar 2010)

Permanent Faculty

- 1 Taught Mathematics to Secondary and high class students (including D-1, D-2 Syllabus).
- 2 This foundation course focused on the developing and enhancing the skills in order to enable the students to feel relax and confident while studying and solving mathematical problems.

- 3 Organize and Assist Many Co-Curricular Activities in School like Seerat-Un-Nabi Programs, Morning Presentations etc.
- 4 As Incharge of RED HOUSE supervise all activities games of 120 students.
- 5 Prepare students for **International Kangaroo Mathematics Contest**.

PASDEC (Pakistan Stone Development Company), Islamabad
(Aug, 2007- Dec, 2008)

Assistant Manager Projects

- 1 Assist in making plans for different projects.
- 2 Plan and conduct new methodologies about completion of project.
- 3 Check and balance on different projects plan, that either they are completing on time or not.
- 4 Making Concept papers, Proposals & Business Plans Development.
- 5 Preparation of Annual plans of projects.
- 6 Preparation of Annual Budget of projects.
- 7 Association strengthening among Projects Partners
- 8 Preparation of Tenders and Comparative Statements
- 9 Assist in Seminars & exhibitions arrangements
- 10 Act on Instructions of seniors as assigned from time to time.

STRENGTHS

I am highly motivated and sincere to my work at any place of my career. I am ambitious and if I want to do something nothing can stop me to fulfill the task (except Almighty ALLAH) with this I am cordially involved into my profession and would like to attach with such institution.

PROFESSIONAL COURSES

- 1 Attend two days training workshop on “Group Study”
- 2 Attend training on “Teaching with Demonstration Method”

COMPUTER SKILLS

Microsoft Word	Microsoft Excel
Microsoft PowerPoint	C, C++

**PERSONAL
BIO-DATA**

W/O	Haseeb Javed
Date of Birth	Nov 1 st , 1983
Religion	Islam
Marital status	Married
Race	Asian

HIGHLIGHTS

- 1 17 years of basic education.
- 2 Effective interact with all level of management.
- 3 7 years total Experience.

HOBBIES

- 1 Web surfing
- Glass painting/ fabric painting
 - Sports (badminton)

REFERENCES

Available on request