**Name:**

**Mobil No.**

**Email ID:**

**Skype ID:**

**Objective:**

 To obtain a position in an education management environment where I can utilize and enhance my management skills and knowledge as a school manager and administrator to develop and implement school programs and maximize the growth of the educational institute.

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. | Certification / Degree | Institution / University | Specialization / Major | Passing Year |
| 1. | MPA | University of the Punjab, Lahore, Pakistan | Finance | 2007 |
| 2. | BSc |  University of the Punjab, Lahore, Pakistan | Economics, Mathematics, Statistics | 2004 |
| 3. | I.C.S | Board of Lahore | Computer, Mathematics & Statistics | 2002 |
| 4. | Matriculation | Board of Intermediate & Secondary Education Pak. | Arts | 2000 |

**Work Experience:**

* **Third Round Media (TRM)** **Brand Strategist:** working on social network managing social pages including photography, editing, and designing.
* **B & M Photography**     CEO and Photographer: Capturing photos of different events Fotolicious by Mariam Khan, such as weddings, model shoots, landscape, and product photography.

**Brick School**

* C**oordinator** and **Teacher** of English, Mathematics Science, and social studies and coordinating colleagues, helping teachers in making planners, organizing the classrooms and learning Resources. Creating workbooks and teaching resources. Design curriculum.
* **Beacon House School System Teacher:** Teaching all areas of the lower primary curriculum.

Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.

* **Azgard9 ( Textile Mills)**Internship in the finance department, handling and managing financial information.

**Professional Courses, Workshops, Certificates, and Diplomas**

* SPELT

Oxford University Press

* Montessori Teachers Training Course

PMC (Pakistan Montessori Council)

* Montessori / Nursery Foundation Teachers Training Workshop

PMC (Pakistan Montessori Council)

* Oxford English Phonics Training Course

Oxford University Press

* Discovering Peace and Happiness Workshop

Al-Wabil, [Center for Islamic Knowledge](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&cad=rja&uact=8&ved=0CDwQFjAD&url=http%3A%2F%2Falwabil.com.pk%2F&ei=lm5sU464McjG7AatyIC4DQ&usg=AFQjCNHiGYt5b8z7l9qCju6A1gTSvp1_Gw&sig2=m7wP5Me3mU2kXPg5OL6MEw&bvm=bv.66330100,d.ZGU)

* Photography Course

Studio 4

* SPELT international conference

Oxford University Press

* Arabic language Course

DHA library

* Aurat Course

Al Noor International institute of Islamic education and research.

* Information and communication technology Workshop

Para mount Publishing Enterprises

* 3d Modeling and Animation Workshop 2009

Arena Multimedia

* Multimedia Engineering Course

College of Tourism and Multimedia Computing

* BSS Induction Course

Beacon House School System

* Connect yourself with Allah

Al Huda international institute of Islamic education for Women

**Personality and Skills :**

* Ambitious, intelligent, hard-working, inquisitive, quick learner, compassionate, enthusiastic, having a creative mind and easygoing personality
* Very much interested in Photography, Computers, Islam, Early Childhood Training, Research & Development
* Enjoy taking part in teamwork, supporting others with their work, as well as working on my own, whilst using my initiative
* Ability to communicate fluently and effectively, both orally and in writing
* Establishing very good public relations, developing and building strong friendships with colleagues
* Ability to work with Microsoft Office, Adobe Photoshop, Adobe Premier Pro, After Effects, Coral Draw, 3D Max, Audition, Macromedia Flash, Urdu Inpage, Audio-Video Production, Graphics, and Animation.

**Personal Profile:**

  Marital Status               Single

Nationality                          Pakistani

Religion                             Islam

Languages Known            English / Urdu / Punjabi / Partial Arabic

Date of Birth                      000

Visa Status                       Visit Visa

Welcome to Word

5 tips for a simpler way to work

# Use live layout and alignment guides

Click the image below and drag it around the page. With images that have text wrapping, the text moves around the picture so you get a live preview of the new layout. Try to line the image up with the top of this paragraph to see how the alignment guides can help you position it on the page. Click the Layout Options button next to the image to change how it interacts with the text. [Learn more at office.com](http://o15.officeredir.microsoft.com/r/rlid2013LiveLayoutWd?clid=1033)



# Collaborate in Simple Markup View

The new Simple Markup revision view presents a clean, uncomplicated view of your document, but you still see markers where changes and comments have been made. Click on the vertical bar on the left side of the text to see changes. Or click the comment icon on the right to check out comments about this text.

[Learn more at office.com](http://o15.officeredir.microsoft.com/r/rlid2013SimpleMarkupWd?clid=1033)

# Insert Online Pictures and Video

Add and play online videos inside your Word documents. Add your pictures from online photo services without having to save them first to your computer. Click **Insert** > **Online Video** to add a video to this document.

# Enjoy the Read

Use the new Read Mode for a beautiful, distraction-free reading experience. Click **View** > **Read Mode** to check it out. While you’re there, try double clicking on a picture to get a closer view. Click outside the image to return to reading.

# Edit PDF content in Word

Open PDFs and edit the content in Word. Edit paragraphs, lists, and tables just like familiar Word documents. Take the content and make it look great.

Download [this helpful PDF from the Office site](http://download.microsoft.com/download/6/D/D/6DD598AD-0630-4C89-BC07-0825BB8F5A0F/5%20new%20ways%20to%20work%20in%20Word.pdf?wt.mc_id=OTC_INFOGRAPHICS) to try in Word or pick a PDF file on your computer. In Word, click **File** > **Open** and navigate to the PDF. Click **Open** to edit the content or read it more comfortably using the new Read Mode.

# Ready to get started?

We hope you enjoy working in Word 2013!

Sincerely,

The Word Team

# Learn More

Keep going. There are lots more new features and ways to work in Office. Check out our [Getting started with Word 2013](http://o15.officeredir.microsoft.com/r/rlid2013GettingStartedCntrWd?clid=1033) page online to dive right in.