

**C P R NUMBER**

831167513

**MOBILE NUMBER**

+973 36006975



## UM-E-RUBAB

Address: East Riffa, Bahrain

Cell: 36006975

# UM-E-RUBAB

## PERSONAL PROFILE

Gender	FEMALE
Nationality	PAKISTANI
Father's Name	Ahsan-UI-Haq
Date of Birth	01/11/1983
Martial Status	SINGLE
Visa Status	LMRA (Flexi)

### Objectives:

I am very organized, punctual and Enthusiastic person. I have the ability to communicate and work with other members of a group and organization. I am someone who is always up for a challenge and feel nothing is impossible. I always look forward for tomorrow as I believe I am something new everyday.

## EDUCATION:

### Master in English Literature

Bahauddin Zikkria University, Multan

### Graduation

University of the Punjab, Lahore

### Intermediate

Board of Intermediate &amp; Secondary Education Lahore

### Matriculation

Board of Intermediate &amp; Secondary Education Lahore

## OTHER SKILLS:

Demand Base Computer Course

Office Management Computer Course

MS Word, MS Excel

Spoken English Language Course

## WORK SHOPS :

Reading, Listening, Grammar Class management and spoken language classes at “The Educators” School, Okara.

Teaching Training workshops about Audio and Video Teaching, at “Resource Academia”, Okara.

## PROFESSIONAL EXPERIENCE:

- 3 Years teaching experience in “The Educators”, Okara.
- 1.5 year in Academic coordinator experience in “Resource Academia International School System”, Okara Campus.
- 6 months experience of Office Assistant in H.Q.Z W.L.L, Bahrain.
- 4 Month working as English Teacher in Pakistan School, Bahrain

## EXTRA CURRICULAR ACTIVITIES:

Morning Assembly Incharge, Section Head of Primary and Game Organizer at The Educators, Okara.

Morning Assembly Incharge and Section Head of Lower Primary in Resource Academia Okara.

## HOBBIES:

Book Reading  
Play Badminton  
Story and Drama Writing

## LANGUAGES:

English  
Urdu

## REFERENCE:

Reference will be provided on Demand.