

**Employment and relevant work-related experience**

Date From/To	April. 2018 – To current	Role title, Employer	Lecturer (Computer Graphics), National University of Technology
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Responsible to take lectures of Computer Graphics which include

- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign

Date From/To	Sep. 2016 – March 2018	Role title, Employer	Assistant Program Coordinator, Air University
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Was responsible for smooth operations of largest academic department (Electrical Engineering) of the University, that includes planning, developing of various schedules, management of resources and day to day operations, communication with all stakeholders also includes students, parents, faculty, administration and management offices, tracking of operational data on daily basis, keeping and updating faculty and student's records, identification of risks, problem solving, ensuring university policies are followed, gathering data for analysis and generating reports and presentations for internal use by the Chair Department and external use by govt. agencies, creating new processes and improving existing ones, creating various forms, playing key role in annual events like convocation admissions, Involved in HR related functions, organise feedback of students with quality department and undertake independent surveys to improve quality of teaching and support to students.

Date From/To	June 2015 – Aug 2016	Role title, Employer	Visiting Faculty Member, Air University
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Took Lectures of Subject “**Computer Networks**”

- Computer Networks
- Network models and Internet protocols
- Internetworking (IP)

Date From/To	June 2015 – Aug 2016	Role title, Employer	Teaching, Uswa College Bagh Ajk
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Working as an Computer Instructor and taught

- Computer
- Database Management System
- Basics of Microsoft Office

Date From/To	June 2012 – Aug 2012	Role title, Employer	Internee, UltraSpectra pvt ltd Islamabad
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Worked as an internee and learn

- SEO
- Key words
- Link building

Education / Qualifications

Qualifications	Dates
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- Masters in Information Security (MSIS) , from Department of Avionics Air University,PAF Complex Islamabad	September 2013 – August 2015
- Bachelors in Computer Science BS(CS), from Fatima Jinnah Women University Rawalpindi	August 2009 – June 2013
- FSC (Pre-Medical) , from OPF Girls College F8 Islamabad	2006-2008

Certificates / Other experince / Hobbies	Dates
• CBT Certified	2020
• Attended OBE workshop,Air University Islamabd	2016
• Member of Shaoor Society to create awarenness of cleanliness,Air University	2017
• Did B.ED in general Sciences,Allama Iqball Open University Isaambad	2017
• Participate in Enterprenureship workshop,Fatima Jinanh Women Universiy Rawalpindi	2012
Projects and Research work • Database Management System • Invisible Image Watermarking • Access Control in Social Networks	
Software Training • Adobe Photoshop • Adobe Illustrator • Adobe InDesign • CorelDraw • Microsoft Office	

Supporting statement

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While working in University I have ability to manage different tasks in short period of time. Also I can work as good motivational speaker for students.I can teach computer as subject in a better way according to the modern era with practice labs.