



Resume

Administrator & Teacher

Personal details



Moiz Ayoub



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Bilal Arcade Apartment 3rd floor Flat # 301 block-44, Plot # 97 Tara chand road Keamari Karachi. 75620 Karachi



June 2nd, 1998



Karachi



Male



Pakistani

Skills

Time Management



Leader Ship



Hard Working



Punctuality



Quick Learner



Dealing & Handling



Fluency In English.



Education

Jan 2020 - Present

1. MA in Political Science.

Federal Urdu University., Karachi

Jan 2019 - Dec 2020

BA

Federal Urdu University., Karachi

Mar 2017 - Mar 2018

Intermediate in Arts

Private, Karachi

Jan 2015 - Mar 2015

Matric In Science

D.P.S.S School, Karachi

Employment

Aug 2018 - Present

Administrator

Versatile Education Academy, Karachi

To deal with Inquiry for new comers.

Handle with collection to date and time to time from students.

Handle petty cash and daily expenses.

Distribute monthly salaries to staff.

Jan 2018 - Nov 2021

English language Teacher

Herbal Defense School., Karachi

Train students to read, write and pronounce foreign language plan lesson keep record asses student progress.

Create activities for students.

Facilitate classroom discussion in English.

Aug 2016 - Oct 2017

English language Teacher

Al-Shafaq Grammar School., Karachi

Explain Chapters.

Mark Questions Answer.

Check Copies.

Courses

Jan 2016

English Language Courses

Sep 2018

Computer Courses

Profile

I want to build my future with efficient team where as my professions and skills grow up. Hardship is a great policy of life and my life a rounded on that. Team work is highly preference of best work to. And chance makes to build career as good as we can.

Languages

- English
- Urdu

Hobbies

- Travelling
- Reading
- Watching Movies

References

Muhammad Aamir
Jubilee Life Insurance, Karachi
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Certificates

Sep 2019

Teaching Certificate