

Syeda Anum Subzwari

Profile

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Professional Summary

Professional Summary

Organized and efficient admin who is able to skillfully handle various tasks demands with calm composure and efficiency. Experienced at dealing with confidential issues as well as managing the schedules of high level administrators and collaborating with all departments in the educational system in order to produce the desired results.

Core Competencies

- Teaching Strategies in Special Education.
- Curriculum Development for Special Children.
- Foundation of Counseling and Therapies.
- Assessing Students with Special Needs.
- Teaching Development and School Improvement.
- Psycho Social Aspect Exceptionalities.
- Education Programming for Special Children.
- Visual Impairment.
- Intellectual deficiency disorder.
- Practicum Internship.
- Hearing Impairment.
- Communication Disorders.
- Learning Disability.
- Emotion and Behavioral Disorders.
- Inclusive Education.
- Management in Special Education.
- Research Method in Special Education.
- Teaching Practice.

Academic Qualification

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|-----------------------|--------------------|-------------------------------|
| Masters | Special Education. | Karachi University |
| Bachelors. | Arts | Karachi University |
| Intermediate. | Medical Science. | Karachi Board of Intermediate |
| Matriculation. | Science | Board of Secondary Education. |

Extra Qualification Certification

- Entrepreneurship Workshop from IBA
- Action Research
- Prevention of Thalassemia.
- World Autism Day.
- Training of Sign Language.
- Demonstration of Neuromuscular Disease.
- Removing Barriers to create an Inclusive and Accessible Society for All.
- Physical Therapy in working with Children.
- World Down's syndrome Day.
- Special Education in Pakistan History and Development.
- Inclusive Event Management.
- MS Office

Working Experience

1st August 2019 till present at Inclusive Destiny

- Co-Founder of inclusive Destiny
- Working as a Coordinator

1st November 2019 till present at BINA Welfare Association

- Working as an Administer

1st June 2018 till 6th July 2019 at Nai Subah Institute:

- Working with students as well as instructors and administrators to facilitate in various projects.
- Managing the office operations.
- Compiled various reports relating to a range of confidential and sensitive issues.
- Coordinated with staff in preparing agendas for meetings.
- Coordinate and Counseling with students and solve their different issues.
- The appropriation of relevant internal finances.
- Curriculum Evaluation
- Event Management

23rd February 2016 till 30 May 2018 at Al Khaeryya Educational Academy for the Blind School.

- Managing the office operations.
- Organized and filled data.
- Overseeing all books and documents.
- Teach the different subject.

15th April 2015 to 15 December 2015 at FEED Special School.

- Managing the office operations.
- Made the Curriculum according to person with disabilities students.
- Teach the Visual Impaired students
- Teach the Intellectual Defecated students
- Teach the Hearing Impaired students

45 days Internship at ACCELP School for Special Needs as a Teacher

- Teach the Intellectual Deficit students
- Teach the Slow Learner students

Personal Information

- Father's Name : Syed Tauqeer Subzwari
- Date of Birth: 26-03-1988
- Religion: Islam
- Nationality : Pakistani
- Marital Status : Un Married
- CNIC : 42201-5861348-0