

JAVERIA ASLAM

Address : Gulshan e Iqbal, Karachi, Pakistan.
Contact # : +923327586258
E-mail : aslamjaveria07@gmail.com

OBJECTIVE

Looking for a position in a result-oriented organization where acquired skills and education will be utilized towards continuous growth and advancement and also provide an opportunity to learn new technologies.

WORKING EXPERIENCE

Teacher & Trainer | Ma'arif for Education and Training Company **2015 – 2016**
(Manarat Al-Sharqiah International Schools) Al-Khobar, KSA.

(Homeroom Teacher)

- Developed and implemented daily unit lesson plans.
- Developed and implemented weekly plans and scheme of work for the whole year of English, Maths, Science, Social studies & Islamic studies.
- Managed school's portal (Ma'arif Learning Gateway) by doing daily execution, pacing guide, uploading news, preparing question banks.
- Provided ongoing and timely feedback to parents on their child's progress.
- Attended parent conferencing, departmental meetings, training & staff development programs.

(IT Professional & P.E Teacher)

- Developed and implemented daily unit lesson plans.
- Encouraged students to respect the technology they are given to work with.
- Contributed to the design, delivery, and future planning and development of the school's IT curriculum.
- Prepared report cards for almost 220 students.
- Successfully conducted MAP tests and took multiple trainings on MAP programs.
- Designed and delivered multiple training programs.
- Organized and participated in all relevant subject-related visits and field trips.
- Designed, created, and implemented age-appropriate physical activities for children.
- Planned and prepared PE instructions.

Coordinator | Saudi Aramco (UABL), KSA **2015**

- Managing the company's digital presence on social channels.
- Maintaining customer relationships.
- Promoting sales by visiting clients.
- Responsible for maintaining files, office supplies, and inventory.
- Assist with coordination of events.

- Assist in interviewing and hiring personnel.
- Answer telephone and handle the flow of visitors.
- Trained new hires with preliminary work information.
- Caters to customer complaints in a timely and efficient manner.
- Participated in billing and accounting duties.
- Managing petty cash of office.

Marketing Executive | Pioneer House & Digital Future
Al- Khobar, KSA.

2012-2014

- Marketing and sales of all range of educational programs.
- Creating home, school, and universities libraries.
- Worked with the dedication to achieve the objectives.
- Following company instructions and rules and achieving sales targets.
- Developed excellent communication skills and sales techniques.
- Handling customer queries.

TRAININGS

Conducted: MLG (Lesson Planning), IT Training, Classroom Management.

Attended: MAP-Testing, ELEOT, KPIs, Data Analysis, Curriculum Standards, School Philosophy, SmartBoard Interactive Lesson.

CERTIFICATES

Certificate of Attendance (NWEA Professional Development Program)

2016

Certificate of Appreciation

2016

ACADEMIC QUALIFICATION

Bachelors

Bachelor of Science in Business Information Systems

2012 - 2015

University of Portsmouth, Al-Khobar, KSA.

Diplomas

International Advanced Diploma in Business & Information Technology

2014

Informatics Academy, Al-Khobar, KSA.

Higher Diploma in Business & Information Technology

2013

Informatics Academy, Al-Khobar, KSA.

Diploma in Business & Information Technology

2013

Informatics Academy, Al-Khobar, KSA.

High School

2009 – 2011

New World International School, Al-Khobar, KSA.

AWARDS

BSC Award Classification: Merit

Diplomas Award Classification: Distinction

SKILLS

Strong verbal and personal communication skills.

Accuracy and attention to detail.

Organization and prioritization skills.

Problem analysis, use of judgment, and ability to solve problems efficiently.

REFERENCE

Will be furnished upon request.