

GUL MEENA



CONTACT



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House# 147, St#19, Sector F-6, Phase 6 Hayatabad
Peshawar, KP

CAREER OBJECTIVE

Demonstrated ability to motivate staff to provide effective teaching strategies, accomplish goals, and create a positive learning environment. Excellent communicator with strong interpersonal skills; ability to quickly establish rapport and trust with staff, students, parents, and the community at large.

EDUCATION

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD PAKISTAN

- BS Library Science (Continue)

BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR

- HSSC (Humanities)
- Science (Arts)

EXPERIENCE

| | |
|--------------|------------------------------------|
| 1 Year | Receptionist |
| Organization | Dr. Kashif Clinic |
| 1 Year | Receptionist |
| Organization | Dr. Laila Clinic |
| 9 Months | Receptionist |
| Organization | Ghazala College Peshawar |
| 1 year | Helper teacher |
| Organization | Dr. AQ Khan School Peshawar Campus |
| 6 Months | Helper teacher |
| Organization | The Sarhad School, Peshawar |
| 6 Months | Teacher |
| Organization | The AMAGO School, Peshawar |

RESPONSIBILITIES

- ✚ Support the review and monitoring of polio routine and supplemental immunization activities and surveillance for acute flaccid paralysis (AFP), through field visits, outbreak investigations and response, data collection, surveys, and surveillance reports, in order to identify the need for changes in regional/national strategies/tactics and make appropriate recommendations.
- ✚ Support development of the guideline on Implementation of the national polio outbreak simulation exercise.
- ✚ Support strengthening outbreak preparedness and response capacity of countries by preparation, implementation and evaluation of the polio outbreak simulation exercises.
- ✚ Planning, preparing and delivering lessons
- ✚ Preparing teaching materials
- ✚ Reputation Management/Goodwill Creation
- ✚ Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- ✚ Checking and assessing pupils' work
- ✚ Organizing and running specialist courses
- ✚ Course Specifications
- ✚ Class Activity Report
- ✚ Assignments
- ✚ Mid Semester Exam
- ✚ Setting of Mid & Final Papers
- ✚ Quizzes
- ✚ Attending social events

CAPABILITIES SKILLS

- ✚ Flexibility / Leadership / Motivation/ Mobilization
- ✚ Strong Interpersonal skills
- ✚ Multi-linguistic skills (English, Urdu, Pashto)
- ✚ Excellent qualities of managing people and time
- ✚ Team work and independent work
- ✚ Clarify customer needs / Calling clients
- ✚ Liaising with teams and units
- ✚ Time management
- ✚ Greet & assist visitors when they arrive at the office
- ✚ Perform other relevant duties as required
- ✚ Deal with complaints or problems

LANGUAGES

English



Urdu



Pashto



HOBBIES



Reading



Writing



Travelling



Internet Searching



Photography



Volunteer and Social Work