

# Umaiya Umer

## About Me

Seeking challenges with a splendid organization, to expand my horizons for professional and personal development and career growth.



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House # 2, Gulberg # 3, Dawood Town, Peshawar

## LANGUAGE

- English
- Urdu
- Punjabi

## COMPUTER SKILLS

- Word Processing
- Ms Excel
- Email Communication
- Spread Sheets
- Reporting And Presentation
- Managing Computer File and Records
- Managing Official Details and Letters

## SOFT SKILLS

- Communication Skills
- Flexibility and Adaptability
- Quick learner
- Critical thinking
- Strong work ethics
- Good leadership skills

## EXPERIENCE

### FAZAIA DEGREE COLLEGE, PESHAWAR

Jan 2018 - Present

Trainings Attended:

- 1: British Council Partner Schools (Understanding approaches to Inclusive learning)
- 2: Single National Curriculum Orientation and Advanced Pedagogical skills (Fazaia Teacher's Training Institute Islamabad)
- 3: Oxford University Press
  - . Effective Teaching Strategies
  - . Emotional and Social Wellbeing in Classroom
  - . Teaching through story telling
- 4: 21st Century Skills (Fazaia Teacher's Training Institute Islamabad)

### ASKARI BANK LIMITED, PESHAWAR

May 2017 - June 2017

Covered Departments:

- 1: Account Opening and Account Handling
- 2: Bills and Remittance
- 3: Foreign Trade

## EDUCATION

### University of Peshawar

BACHELORS OF EDUCATION  
2015

### University of Peshawar

MSc ECONOMICS  
2011-2013

### Fazaia Degree College, Peshawar

Bachelors (Economics & Stats)  
2009-2011