Faiza Fareed Babar

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📱 0312-5937066

📍 Peshawar, Hayatabad

Nationality: Pakistani

To pursue a challenging career with a prestigious organization that provides stimulating and professional environment, utilization and enhancement of my skill and knowledge to maximum potential.

Computer Skills

Programming Language

- PHP
- C#
- HTML
- Java Script
- CSS
- SQL

Tools

- MS Office
- Photoshop CS6
- Illustrator
- Corel Draw X7
- Vegas Pro 13.0
- After Effects 2105

Operating System

- Linux
- Windows

Social

- ASO/SEO

✚ CAREER EXPERIENCE

1. Computer Science Teacher & Lab In charge

Babar English Medium School

01/2016 – 12/2016 Peshawar, Pakistan Achievements/Tasks

- ➢ Create daily lesson plans and learning activities for students, and school standards in science education and knowledge of developmental behaviors.
- ➢ Deliver high-quality, engaging instruction in the form of discussion, direct teaching, demonstrations, and independent practice using a variety of proven methods.
- ➢ Differentiate lessons when needed to give all students access to the curriculum regardless of instructional level, English proficiency, or level of interest in the subject.
- ➢ Evaluate student performance on tasks established by the standards using different methods such as observation, performance-based tasks, or other standard test practices.
- ➢ Maintain a safe, orderly, and supportive classroom by modelling expected behavior and standards, promoting positive interactions, and quickly addressing behaviors that are not in line with the school discipline plan.
- ➢ Communicate with parents regarding student progress, potential, and behavior periodically through phone or electronic means and at parent and teacher conferences.
- ➢ Improve skills and knowledge in teaching by regularly taking classes, and discovering new methods of delivering exciting content to students.

2. Graphic Designer

Khyber Pakhtunkhwa Information Technology Board

01/2017 – 06/2017 Peshawar, Pakistan Achievements/Tasks

- ➢ Study design briefs and determine requirements of Web Portals and sites
- ➢ Schedule projects and define budget constraints
- ➢ Conceptualize visuals based on requirements
- ➢ Prepare rough drafts and present ideas
- ➢ Develop illustrations, logos and other designs using software or by hand
- ➢ Use the appropriate colors and layouts for each graphic
- ➢ Work with copywriters and creative director to produce final design
- ➢ Test graphics across various media
- ➢ Amend designs after feedback Ensure final graphics and layouts are visually appealing and on-brand.

Advanced Capabilities

- Project & Planning Management
  100%

- IT Analysis
  100%

- Maintained Health for Computers
  100%

- Operation & Maintenance IT System
  100%

- Business Support
  100%

- Team Management
  100%

- Quality Assurance
  100%

- Budgeting Accountability
  100 %

- Document Controlled
  100%

- Health & Safety
  100%

- Policy & Procedures
  100 %

3. Content Writer

Impact Solution Software

01/2017 – 04/2017 (Part Time) Peshawar, Pakistan Achievements/Tasks

- ➢ Develop, write, and deliver persuasive copy for the website, email marketing campaigns, videos, and blogs

- ➢ Build and manage an editorial calendar; coordinate with other content crafters to ensure standards

- ➢ Include and optimize all content for SEO

- ➢ Contribute to the localization of process and content to ensure consistency across regions

- ➢ Review and implement process changes to drive operational excellence

4. Graphic Designer

Dynamic Intermediate

07/2017 – 12/2017 Peshawar, Pakistan Achievements/Tasks

- ➢ Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials.

- ➢ Create these materials by using technology, including computer software programs. Adobe's Creative Suite—including Photoshop, Illustrator, and more—is the standard in the industry, and most employers expect designers to be proficient with its programs.

- ➢ Meet with clients to gain an understanding of what they want their proposed communications to look like. Create or incorporate illustrations, pictures, and designs to reflect the desired theme and tone of the communications.

- ➢ Select type size and style to enhance the readability of text and image.

- ➢ Produce drafts for review by clients and make revisions based on the feedback received.

- ➢ Review final productions for errors and ensure that final prints reflect client specifications.

5. Warden & Student Affair Officer

Naseer Teaching Hospital

06/2018 – 10/2018 Peshawar, Pakistan Achievements/Tasks

- ➢ To welcome and support students and to foster a community spirit in the residences by getting know the resident students.

- ➢ To support and facilitate the integration of students by way of social events, kitchen management and managing arrivals.

- ➢ Assisting the University events such as Open Day, Registration Day, Convocation, etc.
- ➢ Assist with the departure and check out of students at the end of their course.
- ➢ Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

6. English Teacher

Baby Will (Learn Hui English Corner)

01/2019 – 02 /2020 China Achievements/Tasks

- ➢ Assisting Principal on Legal matters and maintaining a ragging free campus
- ➢ To ensure discipline among students inside & outside the institute.
- ➢ Conduct enquiries of students indulged in indiscipline
- ➢ Organizing student counselling and other related activities
- ➢ Liaising with parents /guardians about the progress and problems of students in coordination with Dean (academic)
- ➢ Prepare conduct and transfer certificates to the students

7. Superintendent/ Computer teacher

Farkhanda institute of nursing

09/2021 – till now

- ➢ Classes with BS nursing students and post RN.
- ➢ Giving them knowledge about word, excel and power point.
- ➢ As a superintendent: dealing with student's admission registration with Pakistan nursing council, enrollment, attendance record, papers management, record keeping, management of each and everything relevant to the students record.

✚ Certification and Publication

- ➢ Hosted almost all the Events at Benazir Bhutto women university of Peshawar.
- ➢ Professional website/dashboard for a jewelry shop.
- ➢ Publish research paper: dynamics of manipulation in voting, veto, and plurality.
- ➢ National internship Program.
- ➢ Language course (English Language) – Pamir English Academy Peshawar.
- ➢ Chinese Language- Shandong Normal University China.

Education/ Qualification

- ➢ **Master of Computer Science (2013-2015)**
  University of Peshawar, Peshawar Pakistan

- ➢ **MPhil in Artificial Intelligence (In Progress on Project)**
  Hebei University of Technology Tianjin, China.