

SADDIA IRSHAD

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AIMS AND OBJECTIVE:

To work in a dynamic and challenging organization where I can elevate my professional skills and abilities and utilize those for securing benefits for the organization and my own self.

WORK EXPERIENCE:

- **GOVERNMENT COLLEGE WOMEN UNIVERSITY,** from 2015 to date
SAILKOT.

Designation	Lecturer in Mathematics
Duty Performed	<ul style="list-style-type: none">• Taught major subjects of Mathematics i.e<ol style="list-style-type: none">i. Real Analysis Iii. Real Analysis IIiii. Compulsory Mathsiv. Discrete Structurev. Measure Theory• Examination Coordinator (Maths Department)• Web Coordinator• Semester Coordinator

- **UNIVERSITY OF EDUCATION,** (OCT 2013 to SEP 2015)
COLLEGE ROAD TOWNSHIP, LAHORE.

Designation	Visiting Lecturer in Mathematics
Duty Performed	<ul style="list-style-type: none">• Taught major subjects of Mathematics i.e<ol style="list-style-type: none">i. Calculus Iii. Calculus IIiii. Calculus IIIiv. Statistics

- **QURBAN DEGREE COLLEGE,** (SEP 2007 to SEP 2015)
WALTON ROAD, LAHORE CANTT.

Designation	Lecturer in Mathematics
Duty Performed	<ul style="list-style-type: none"> • Taught major subjects of Mathematics i.e <ul style="list-style-type: none"> i. General Math ii. F.SC Compulsory Maths

ACHIEVEMENTS:

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- Best Teacher award for Excellent Result.
- Getting 1st Prize in Preparing of Theme.

QUALIFICATION:

- **M.PHIL (MATHEMATICS)** [2011 – 2013]
Minhaj University,
Lahore.
- **M.S.C (MATHEMATICS)** [2005 - 2007]
University Of Education, College Road Township,
Lahore.
- **B.S.C (MATHS A, MATHS B, STATISTICS)** [2003 - 2005]
Garrison Post Degree College, Lahore Cantt.
University Of Punjab, Lahore.
- **BS.ED (SCIENCE)** [2012 - 2013]
University Of Punjab
- **I.C.S** [2001 - 2003]
Qurban Degree College, Lahore Cantt.
B.I.S.E, Lahore.
- **MATRIC (SCIENCE)** [1999 - 2001]
P.A.F School, Lahore Cantt.
Federal Board Of Intermediate And Secondary Education,
Islamabad.

During my Education I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of

working under pressure. I have a clear, logical mind with a practical approach to problem solving. I serve by bridging the gap between existing resources of the organization and its strategic financial objectives by adopting suitable strategies either on my own or as part of a management team with special emphasis on quality of service. In short, I am reliable, trustworthy, hardworking and eager to learn.

Conferences/Workshops:

- i. Attended one day workshop on Andragogy and Pedagogy held on date at GCWUS
- ii. Attended one day workshop on Faculty development program held on date at GCWUS

STRENGTHS:

- Committed and Result oriented
- Energetic enough to work properly
- Possess ability to work under pressure
- Possess Leadership qualities
- Good Interpersonal Communication
- Event Management Skills
- Enjoying good communication skill both in Urdu and English.
- A quick learner with skills, hard working, motivated, devoted to the tasks given and likes to accomplish things in the best possible approach.
- Ability to work in teams.
- Responsibility towards the accomplishment of assigned tasks.

Computer Skills:

- Microsoft Office.
- Internet and ot