CV Curriculum Vitæ

MS. AMINA MEHMOOD

Permanent address: Village Addah, P/O khas daska road Sialkot.
Cell Phone: 03276992460

OBJECTIVE

I am seeking a challenging position in a progressive educational organization with a commitment to furthering its mission and objectives. I am dedicated to making a positive impact and contributing my best efforts towards the attainment of these goals. Simultaneously, I aim to continuously develop and enhance my personal skills and teaching abilities to provide the highest quality education and support to my students, fostering an environment of growth and excellence.

PERSONAL INFORMATION

Father Name : Mehmood Ahmed

Date of Birth : March 19, 1998

Domicile : Sialkot

Religion : Islam

Nationality : Pakistani

Email:aminamehmood102@gmail.com

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ACADEMIC QUALIFICATION

Date		Name of Institution	Academic Degree	Main Field of Study
From	To			
2021	2023	University of Sargodha, Sargodha	**M.Phil in Education 3.46 CGPA**	Assessment in Education
2016	2020	University of Sargodha, Sargodha	**BS (Hon) 4 years, 3.32 CGPA**	Education
2014	2016	Nisa girl's Collage, Sialkot	**I.COM, 1st Division**	Commerce
2012	2014	Govt. girl's high school hajipura, Sialkot	**Matriculation, 1st Division**	Chemistry, Physics, & Biology

TRAINING AND WORKSHOPS/ CONFERENCE/ ATTENDED

- Participating in one-day seminar on "LIFE SKILLS" on 12 October, 2018 organized by Dr. Mubashar Nadeem at Department of Education, University of Sargodha.
- Participating in two-days International Conference on "PEACE EDUCATION" held on 26-27 April, 2018 organized by Department of Education, University of Sargodha.
- Participating in the management of 2 days International Conference on "PEACE EDUCATION" held on 26-27 April, 2018 organized by Department of Education, University of Sargodha.

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EXPERIENCE

- Worked as a training teacher in Govt. Comprehensive Girls High School Sargodha from 18 September, 2019 to 6 January, 2020.
- Worked as a visiting faculty in Government College woman university Sialkot from September,2024 to June, 2026.
- Worked as a CTI Teacher in Government College woman university Sialkot from September,2025 to February, 2026.

COMPUTER SKILLS AND INFORMATION TECHNOLOGY

- Skilled in literature searching using various data base.
- Skilled in the use of Microsoft word.
- Skilled in Microsoft power point.
- Skilled in SPSS.
- Skilled in web browsing and downloading.
- Data entry.

ADDITIONAL SKILLS

- Capability to handle multiple tasks within required time frame.
- Leadership skills specially in-group activities (Worked as a group leader in different assignment).
- Active listener.
- Adaptability.
- Interpersonal communication skills.

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- Capability to handle work with minimal supervision.
- Cooperative and flexible in dealing with people.

LANGUAGE

Good Command (written and spoken) over Urdu, English, and Punjabi.

REFERENCE

Reference will be provided on demand.

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