

Rukhsana Taj

Teacher/
Administrator/
Public Relation Officer



To play an active role for the well-organized and professional revival of the entity and to become a valuable asset for the organization.

A dedicated educational leader with 13+ years of school as well as college teaching experience in curriculum development. Committed to empowering the both educators and students.

EXPERIENCE



Phone

00923006074005



Email

saanataj005@gmail.com



Address

House No 208/N, Block No
1, District Khushab,
Jauharabad.

PROFILE

Date of Birth: 11, June, 1981

Gender: Female

Marital Status: Married

Nationality: Pakistan

NIC No: 38201-9549852-0

Religion: Islam

LANGUAGES

- English
- Urdu
- Punjabi
- Saraiki

Branch Head

MGQ Educational System. Nalli Campus / Apr, 2021 - Present

It is a completely centralized School system. My Working here at MGQ is very good. I learned a lot of academic as well as administrative tasks during my tenure here. My performance remained vigilant and pro active as our Head Office mostly acknowledge my working.

Lecturer

Govt College(W) Khushab / Sep, 2018 - May, 2019

It was a contract. I appointed as a lecturer of Journalism. I taught Journalism to graduation level. I also taught some other subjects like Sst, Urdu, Islamiyat, Physical Education etc. It was really very good experience here at GC (W) KB.

Senior Administrator/ Public Relation Officer

The Smart School Jauharabad Campus / Feb, 2016 - May, 2018

It was one of chain system schools. I was appointed there as a Senior Administrator and Public Relation Officer. My tenure at The Smart School was very good. I worked there for more than two years.

Lecturer (C.T.I)

Govt College(W) Khushab, District Khushab / Nov, 2010 - May, 2011

It was a contract of 6 months. I appointed as a College Teaching Intern,

I taught many subjects during my time there. It was very good experience.

Lecturer (H.T.A)

Govt College(W) Khushab, District Khushab / Sep,2008 - Jun,2009

I was appointed as Honorary Teaching Assistant (HTA) at Govt College (W) Khushab. It was a contract and my first experience at college teaching. I learned enough about college teaching and other academics related to the school & college students. It remained very good. Head of the institute mostly appreciated my working and efforts for completing the assigned tasks.

EDUCATION

MSc Mass Communication

Allama Iqbal Open University Islamabad Pakistan / Apr,2005 - Sep,2007

B.Ed

Allama Iqbal Open University Islamabad, Pakistan / Sep,2013 - Aug,2014

Bachelor of Arts

- *University of Punjab, Lahore, Pakistan / Sep,2001 - Apr,2003*

F.A (H.S.S.C)

Govt Jauhar College (W) Jauharabad, District Khushab / Sep,1996 - Sep,2001

Matric (S.SC)

Govt (Girls)High School Jauharabad, District Khushab / Sep,1994 - Oct,1996

CERTIFICATIONS

Certificate in Computer Science

Technical Education & Vocational Training Authority (TEVTA) / 2001

Educators Development Program (EDP)

Pakistan-U.S.Alumni Network / 2014

Continuous Professional Development

The Smart Schools / 2017

Training Certificate in Graphic Designing October 2023
DigiSkills.pk

SKILLS

- English Can speak, read and write; English , Urdu, Punjabi, Saraiki
- Can handle E-documents, Email, Microsoft Office etc
- School / Institute management

INTERESTS / HOBBIES

- Book Reading
- Internet Business
- Word Typing & Designing
- History
- Horror & Suspense Movies
- Documentary Programs

