

## Tooba Jawad

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DOB: 19 Sep 1990

Visa Status: Husband Visa



### **PROFILE**

My goal is to add value to an organization by bringing enthusiasm, responsibility and work quality through application of professional and technical skills obtained through educational and practical performance indulging my experience with focus on performance, team-work, profitability and development.

### **COMPETENCIES & SKILLS**

- Proficiency in the use of Microsoft Software packages.
- Ability to prioritize for results.
- Effective time management skills.
- Innovative thinking power.
- Fast learning abilities.
- Strong verbal and personal communication skills.
- Adaptability and ability to work under pressure.

### **PROFESSIONAL EXPERIENCE**

#### **International School of Creative Science**

- ☑ Supervisor Assistant (**September 2020 - March 2021**)
- Assistant Manager\_(**November 2019 – June 2020**)

#### **AC NIELSEN AMER**

- Quality Control Executive\_(**April 2017-October 2019**)

#### **THE EDUCATORS SCHOOL**

- **Science Teacher (April 2015- January 2017)**

Science teacher educate future generation they teach wide verity of topic such as earth science.

- Educate younger generation about current scientific theories.
- Assigning projects.

#### **THE SMART SCHOOL**

- **Teacher (March 2014 - February 2015)**

- Prepare work sheet.
- Motivate student in learning.
- Assigning project.

#### **VIA CONNECTIONS (CALL CENTER)**

- **Quality Agent ( January 2014 - February 2014 )**

- Listening to the successful call of the sales done.
- Checking and verifying the quality of the agent.
- **Sales Agent ( October 2013 – December 2013 )**
  - Working for the Canadian based company for Duct cleaning.
  - Informing the customers about the product.
  - Processing the application and forwarding to the Manager.
  - Achieving the monthly targets.

#### **PRIVATE TUTOR (January 2010- December 2013)**

- Teaching for students ranging from grade 1 to 5 all subjects and special classes of Urdu.

#### **EDUCATION**

- B.S.C from Sir Syed College for Women.

#### **LANGUAGES**

- Fluent English and Urdu

#### **EXTRACURRICULAR ACTIVITIES**

- Debates, Book reading, Painting, Story writing, Sketching.
- Professional teaching.