

Nazmeen Afzal

Professional Profile: Administration /Lectureship
Fathers Name: Muhammad Afzal
Nationality: Pakistani
Gender: Female
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Bahawalpur, Pakistan. nazmeenafzal@gmail.com
Matital Status : UnMarried

EXPERIENCE:

28 Jun-Till date **UNIVERSITY OF EDUCATION, LAHORE**
Working as Lecturer in Computer science department, University of Education Vehari Campus.

Sept 05-jun 06 **APWA DEGREE COLLEGE FOR WOMEN BAHAWALPUR.**
LECTURER & LAB INCHARGE, Reported to Principal

Main Accomplishments:

- Responsible for teaching computer courses like Basics of Computers, DBMS, SQL, SAD, Visual Basic, C, Networking & Ms Access.
- Involved in various administrative issues.
- To solve students academic problems.
- To take tests and tutorials.
- To solve students related issues
- To update student result sheets.
- To handle Technical Problems.
- Responsible for computer department issues.
- Maintaining and updating extensive files.
- Making /Maintaining Payroll for staff of APWA College.

April 05 – Sept 05 **PUNJAB VOCATIONAL TRAINING INSTITUTE VEHARI**
INCHARGE OF DBM TRADE, Reported to Principal & BOM.

Main Accomplishments:

- Responsible for teaching computer courses like Basics of Computers, Database, SQL, Networking & Ms Access.
- To develop the course outlines till the result formation.
- To give introduction seminars about the courses.
- Indirectly involve in the management decisions
- Involved in various administrative issues.
- To solve students academic problems.
- To take tests and tutorials.
- To solve students related issues
- To update student result sheets.

Sep 02 – April 05 **SOFTVISION COLLEGE OF IT BAHAWALPUR**
VISTING TEACHER - Reported to Principal.

Main Accomplishments:

- Responsible for teaching computer courses like Basics of Computers, Java, and Visual Basic & office packages..

March 04 – June 05 **VISA COMPUTER COLLEGE BAHAWALPUR.**
VISTING TEACHER, Reported to Principal.

Main Accomplishments:

- Responsible for teaching computer courses like Basics of Computers, Java, and Visual Basic ,DBMS & office packages.

EDUCATION:

Degree/ certificate	Subjects	Year Passed	Div/Grade	Board/ university	Obtained Marks	Maximum Marks
M.Sc	Computer Science	2003	1 st / A	Islamia university Bahawalpur	CGPA 3.798	CGPA 5.0
B.Sc	Double maths & physics	2000	1 st position /A	Islamia university Bahawalpur	667	800
F.Sc	Medical	1998	1 st / A	Bahawalpur	839	1100
Matriculation	Science group	1995	1 st / A	Bahawalpur	724	850

EDUCATIONAL ACHIEVEMENTS /COMPUTER SKILLS:

- Presidential Award “Izaz-e-Subqat” in Academic Distinction
- “Gold Medal” in bachelor level from Govt Degree College for women Bahawalpur.
- Merit certificate from Islamia University Bahawalpur for securing overall first position.
- Proficiency in using Ms Office Application
- Exceptional Working and Troubleshooting Experience of Various operating skills System like MSDOS 6.22/Windos98 and windows 9X/NT/2000/Me,

PERSONAL CHARACTERISTICS:

Good interpersonal skills; administrative proficiency; ability to manage conflicting priorities; dedication to work; adaptability to changes. Communicative, eloquent, well organized, ambitious, punctual, enthusiastic, Confident, co-operative and honest dedicated worker, who enjoys responsibilities. Can relate well to all ages.
