



FARAL SHAH NAWAZ

03370786565

HASSAN COLONY NEAR SECTOR B-17 MULTI GARDENS

Personal Profile

Father`s Name: Shah Nawaz Khan

CNIC No: 81302-2237978-0

Date of Birth: 26-11-1995

Marital status: Single

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Career Objective

To work in a dynamic organization where I could utilize my skills and knowledge and hereby, commit to excellence in making the organization more progressive and reputable.

Work Experience

Air blue Airline (Continue)

Airport Operation Islamabad

Working as CTCS (Counselor Terminal Customer Service)

- Face to face interaction with customers at front counter
- Assist passengers with check-in issues, checks baggage
- Provide boarding passes upgrade seats
- Remaining calm under pressure and maintain a smile
- To make sure timely departure of flights

Nova City School (2018- 2021)

Worked as language teacher

- Planning syllabus
- Implementing lesson plans to ensure effective learning for students.
- Developed new program based on outdoor learning
- Instructing students on completing work
- Always prepare materials for learning
- Track student progress through regular assessments.
- Managed students behavior in the

classroom

The Educators (Taxila Campus 2016-17)

Worked as language teacher

- Assessed child behavior and learning.
- Closely supervised students' growth and helped them improve written and oral tests scores.
- Maintained positive student-teacher relationship and cooperated with parents on a daily basis.

UK Cell language Institute (2014-15)

Worked as language Teacher

- Implemented major systems with zero downtime and zero data loss
- Combined various English teaching methods and techniques to help students improve their results.
- Planned and delivered English language lessons that incorporated the use of authorial audio-visual aids and various English teaching methods.

Education

M.A (English 2018) Mirpur University of Science and Technology

TEFL Diploma (Continue)

Interests

Puzzles (crosswords)

Art

Travel

Reading (books)

Cooking

Skills

Decision making

Strong communication

Excellent communication & management skills

Team leadership

Complete command on Microsoft Word, Excel, Power Point, with short-keys.

Complete command on Internet Includes checking and composing E-Mails, Browsing Websites etc.

Knowledge and experience of using different everyday Software

