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# Hina Rasheed

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## Profile

A lecturer with 16 years of teaching experience at school, college and university level. Currently working in Gufhtugu Publication as Assistant Chief Content Officer. Holding roll of honour on getting 2<sup>nd</sup> position in M.A-Islamic Studies, and achieved many excellent teaching certificates from all served institutions.

## CAREER OBJECTIVE

Intend to build a career in a professional environment with commitment and dedication which will enrich my competence and potential. Willing to work as a key player in challenging & creative environment. Ready to dedicate my time and energy for the betterment of the organization.

## PROFESSIONAL EXPERIENCE (16 Years)

	<b>Post</b>	<b>Year</b>	<b>Institution/Organization</b>	<b>Duration</b>
1	Assistant Chief Content Officer	Aug 2022 till Present	Gufhtugu Publications Islamabad	One Year
2	Visiting Faculty (Islamic Studies Dept)	Sep 2019 till Present	Fatima Jinnah Women University Rawalpindi	Four Years
3	Lecturer Islamiat & Assistant Head of Examination	April 2014 till 31 <sup>st</sup> July 2022	Army Public School & College Fort Road (RWP)	Eight years
3	Centre Superintendent of SSC & HSSC Exam 2021 & 2022	May 2021 - July 2021 May 2022-July 2022 Oct 2022 – Nov 2022	Federal Board of Intermediate & Secondary Education Islamabad	Six months
4	Tutor (Part time)	Sep 2019 till present	Allama Iqbal Open University Islamabad	Two & a half year
4.	Sub-Examiner (Part time)	June 2019 – Sep 2019	Board of Intermediate & Secondary Education Rawalpindi	Two & Half month
5.	Sub-Examiner (Part time)	May 2015- August 2019	Federal Board of Intermediate & Secondary Education	Four Years
6.	Coordinator & Subject Teacher	March 2010- Feb 2014	Presentation Convent School Rawalpindi	Four Years
7.	Associate Researcher (Part time)	June 2012 – Feb 2014	Juris-Consults Advocates & Advisers Islamabad	One & a half year
8.	Lecturer and head of dept. Of Islamic Studies & Arabic Head of Examination Department	Oct 2006- March 2010 (Served two year as an assistant examination head) (Served two years as head of examination department)	Noor College for Women Rawalpindi	Four Academic Years
9.	Library Assistant	June 2005- Aug 2005	Cantonment Library Trust	One & a Half Month

10.	Social worker	Aug 2005 (one week)	SOS School	One Week
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## Job's Task & Responsibilities

### Assistant Chief Content Officer

- As an assistant chief content officer
- Responsible for the creation of content for text books of Ghuphtugu Publications
- Drafting and implementing content strategy and style guides for the organization
- Critical analyze the written content of team members.
- Supervising writers and editors to ensure that the content is created according to the organization's style guide.
- Drafting the syllabus of Islamic Studies and Ethics section from class 1 till 12.
- Using good written communication and interpersonal skills.
- Assisting and managing team of writers and proof read the stuff.

### Visiting Faculty of Fatima Jinnah

- Teaching different courses at bachelors and masters level.

### Lecturer & Assistant Examination Head

**Institution: Army Public School & College**

#### • As a Lecturer

- Teaching Islamic Studies at SSC and HSSC Level.
- Preparing Seating plans, maintain registers.
- Making lesson plans on weekly bases.
- Update copy checking, prepare checkpoints and Term papers.
- Prepared notes for students in typed form.
- Accomplishing the given tasks with in time limits.

#### • As an Assistant Examination Head

- Manage all the relevant affairs of Examination department of Army Public School & College Fort Road Rawalpindi.
- Being aware of examination changes each academic year, guiding new invigilators and updating existing invigilators on rules and regulation changes on annual/term basis.
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes creating seating plans for each examination room; briefing candidates, staff; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; availability of rooms, training invigilators, managing emergency access arrangements etc.)
- Random checking of rooms, students and invigilators to judge that examination process is smoothly running or not.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination reports from teachers.
- Contingency planning
- Dealing with requests and administering post-results services.
- Managing and providing all the relevant stuff to invigilators for commencement of exams.
- Maintaining result files of all terms.
- Playing role in creating cheating free environment.

- Supervising in storing the checked papers and look up the discarding matter.
- Updating teaching staff regarding examination-related policies

### **Coordinator & Subject Teacher**

- Teaching different subjects at middle and senior school level.
- Worked as a Class Teacher
- Worked as a coordinator of Arabic & Islamic Studies
- Drafting the annual syllabus breakup of Islamic Studies
- Making lessons planning on weekly basis.
- Worked as an Assistant Head of teacher's House of Nightingale.

### **Associate Researcher**

- As a researcher gathered all the relevant material on the given research topics.
- Wrote three books and three articles in Urdu language.
- Books were purely researched based. Material had been collected from Dictionaries, primary and secondary sources of Islam and internet.
- Religious and Psychological sources were used in a systematic order.
- All the tasks accomplished with in given time period.

### **HOD and Lecturer of Isl. Studies & Arabic, Examination Head**

- Manage department of Islamic Studies and Arabic
- Worked as a Member of Advisory Board of College
- Worked as an Assistant Head of Examination department.
- Worked as an Assembly Coordinator.
- Worked as class teacher and In-charge of "In-service teaching workshops".
- **Head of Examination Department.**
- Administered all internal examinations according to the published guidelines and procedures, ensuring all regulations are followed by the examinations staff and all students are provided with the necessary materials and arrangements to optimise their exam success.
- Managed the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the college's aim to raise academic results.
- Organized all internal examination processes, in relationship with staff, students, and administration, to ensure that all students are entered and scheduled appropriately for examinations. And took proper measures to provide comfortable and cheating free environment.

### **ACADEMIC CAREER SUMMARY**

<b>Year</b>	<b>Degree/Certificate</b>	<b>%age</b>	<b>Div</b>	<b>Institution</b>
2012	<b>M.Phil. Islamic Studies (Second position)</b>	<b>77%</b>	1 <sup>st</sup> Div	Allama Iqbal Open University Islamabad
2006	<b>Master in Islamic Studies (Second position)</b>	<b>97%</b>	1 <sup>st</sup> Div	Fatima Jinnah Women University Rawalpindi
<b>Professional Education</b>				
2013	B.ed (Subjects: English & Science)	70%	1 <sup>st</sup> Div	Allama Iqbal Open University

<b>Professional Diplomas</b>				
2003	<b>Diploma in Islamic Education (One year)</b>	95%	1 <sup>st</sup> Div	Al-Huda International, Islamabad
2003	Advance Course of Hadith	79.2%	1 <sup>st</sup> Div	Al-Huda International, Islamabad
<b>Professional Certificates</b>				
2012	Teacher Training Certificate (Subject: Math & Geography)	Presentation Convent School Rawalpindi		
2008	Introduction to Computing Business & Technical English Writing Discrete Mathematics Business Mathematics & Statistics	Virtual University of Pakistan Lahore		

## **AWARDS RECEIVED**

<ul style="list-style-type: none"> <li>• “Role of honor” was awarded by the Fatima Jinnah University on getting the second position in M.A (Islamic Studies).</li> <li>• <b>Excellent and best performance certificate was awarded by APSAC on producing excellent results in Federal Board and overall performance.</b></li> <li>• <b>Many best performance certificates were awarded by APS Fort Road on producing excellent board results throughout my eight years of career.</b></li> <li>• Excellent and best performance certificates, Cash Awards &amp; Shields were awarded by the Noor College on best teaching performance and producing excellent results of Arabic and Islamic Studies in board and university exams.</li> <li>• <b>Excellent teaching certificate awarded by Presentation Convent School Rawalpindi.</b></li> <li>• Passed the GRE &amp; IELTS</li> <li>• Certificate of Merit was awarded for worked as a member of Discipline committee of Viqar-un-Nisa College</li> <li>• Participation Certificate was awarded by Shaukat Khanam Memorial Trust for “Fund Raising” effort.</li> </ul>
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## **RESEARCH WORK**

<b>M.Phil</b>	Cyber Crimes In Islamic Law (An Analytical Study Of Pakistani Law Of Cyber Crimes In Islamic Perspective)
<b>M.A</b>	Maariful Quran: A Research In The Methodology Of Maulana Mufti Muhammad Shafi (Tafsir Of Surah Al-Tauba: An Analytical Study)

## **SPECIAL SKILLS**

<ul style="list-style-type: none"> <li>• Have a command on basic computer handling and net surfing</li> <li>• Have a command on Ms. Word, Ms. Excel, Ms. Power point.</li> <li>• Have a command on video editing and Vocal Art.</li> <li>• Have a good English and Urdu typing speed.</li> <li>• Good Tajweed and Teaching Skills</li> <li>• Good in Curriculum planning.</li> </ul>
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## SELF-MOTIVATIONAL ACTIVITY

- Running an **Educational You-Tube channel** with the name “**Islamiat Lazmi: An Innovative Channel**”. Channel is versatile in nature, it will help Muslims especially Pakistani students to understand Islamic teaching in a better way. Channel provides help in preparations of board exams and preparing syllabus. Here Students can attend the lectures of “Islamiat Lazmi” at home. Here you can find other informative Islam related stuff to get the correct understanding of Islamic teachings.