

Ambreen Huma Hashmat

SCIENCE TEACHER | PUBLIC HEALTH EDUCATOR | ADMISSION OFFICER

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📍 Islamabad, Pakistan

PROFESSIONAL SUMMARY

Dedicated and goal-driven Science Teacher, Public Health Educator, and Admission Officer with over 6 years of experience in education and administration. Skilled in curriculum development, student assessment, admissions processing, and academic counseling. Passionate about integrating public health knowledge into education and fostering a positive learning environment.

SKILLS & COMPETENCIES

- ✓ Effective Time Management
- ✓ Team Collaboration & Leadership
- ✓ Adaptability & Problem-Solving
- ✓ Strong Communication & Interpersonal Skills
- ✓ Student Admissions & Enrollment Management

- ✓ Academic Counseling
 - ✓ Classroom & Behavior Management
 - ✓ Ability to Work Under Pressure
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WORK EXPERIENCE

Admission Officer & Science Teacher

Unity International School, Islamabad | Aug 2018 – Nov 2018

Managed the admissions process, including student enrollment and documentation.

Conducted counseling sessions for prospective students and parents.

Taught Science and Social Studies, ensuring an engaging and interactive learning experience.

Developed lesson plans and assessments to track student progress.

Strengthened relationships between parents, students, and faculty to enhance the educational process.

Online Science Teacher

COMcept (Tele Taleem), Islamabad | Aug 2017 – May 2018

Delivered online science lessons in a virtual classroom setting.

Collaborated with faculty for lesson planning and curriculum integration.

Used standardized assessment tools to track student progress and learning outcomes.

Science Teacher

Radiant Way School, Islamabad | Jan 2015 – Jan 2017

Designed and delivered science lessons tailored to different learning styles.

Created quizzes, tests, and projects to assess student understanding.

Engaged in parent-teacher conferences to discuss student progress and strategies for improvement.

Home Teacher

Radiant Way School, Islamabad | Jan 2013 – Jan 2015

Provided individualized instruction to address students' strengths and weaknesses.

Montessori Teacher

Radiant Way School, Islamabad | Jan 2007 – Jan 2009

Created a nurturing and stimulating environment for early learners.

School Admin, Admission Officer & Accounts Officer

Iqra Pilot School, Islamabad | Dec 2005 – Dec 2008

Managed admissions, enrollment records, and student documentation.

Communicated with parents regarding admissions policies and procedures.

Assisted in payroll management and administrative operations.

EDUCATION

Master of Public Health (MPH)

Sarhad University Peshawar, Islamabad | Aug 2006 – Oct 2009

CGPA: 3.04 / 4.00 (Grade A, 74.05%)

Key Courses: Nutrition, Public Health Education, Health Communication, Research Methodology

Bachelor of Education (B.Ed.)

Allama Iqbal Open University, Islamabad | Aug 2017 – Dec 2019

Grade B (68%)

B.Sc. Optometry & Ophthalmic Technology

Allama Iqbal Open University, Islamabad | Aug 2000 – Aug 2002

Focus on eye care and ophthalmic technology.

F.Sc. Pre-Medical

IMCG F-10/2, Islamabad | Aug 1997 – Aug 1999

Matric (Science Subjects)

The City School H-8, Islamabad | Oct 1995 – May 1997

LANGUAGES

✓ Urdu (Fluent)

✓ English (Fluent)
