

RUBINA MURTAZA



Address for

Correspondence:

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Official Address:

Department of English,
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Personal Information:

CNIC:

35200-1425010-6

Father' Name:

Muhammad Murtaza

Date of Birth:

27-10-1973

Domicile:

Lahore (Punjab)

Gender: Female

Nationality:

Pakistani

Marital Status:

Married

Objectives

To use my educational, administrative and communicative potential experience in an inspiring and self-satisfying professional ambience.

Qualification

M.Phil (Education), University of Education, Lahore

Professional Experience

- » Working as **Assistant Professor (BS-19)** in GCU, Lahore w.e.f. 21-07-2009 till date.
- » Promoted as **Lecturer in Education (BS-18)** on regular basis in GCU, Lahore w.e.f. 02-07-2007 to 20-07-2009.
- » Worked as **Lecturer in Education (BS-17)** in GCU as regular faculty member in GCU, Lahore w.e.f. 10-05-2005 to 01-07-2007.
- » Worked as lecturer in Education (BS-17) in GCU Lahore from 07-09-2002 to 09-05-2005.

Education

2014	M.Phil (Education)	University of Education, Township Campus, Lahore.
2000	MA (Education)	University of the Punjab, Lahore
1996	Bachelor of Science	College of Home Economics Certified by University of Punjab
1989	Metric	Govt. Sheikh Sardar Muhammad High School, Lahore.

Administrative Experience

- † Worked as **Superintendent Girls Hostel**, Govt. College University, Lahore w.e.f. 10-03-2010 to 31-08-2020 and from 01-11-2023 till date.
- † Working as **Coordinator General Education Courses** from 2022 till date.
- † Working as committee member of **Education Unit for General Courses** w.e.f. 27-06-2022 till date.
- † Working as **Advisor Education Society**, GCU, Lahore w.e.f. 09.05.2005 till date.
- † Worked as **Member Cafeteria Committee**, GCU, Lahore.
- † Correspondence with Addl. Secretary, School Education Department, Govt. of the Punjab, Lahore for the Equivalence of MA Education in Educational Planning and Management with MA Education.

Certifications

- † Working as examination paper setter and evaluator in Education in the affiliated colleges with GCU, Lahore.
- † Certification in Eclectic Teaching from Ali Institute of Education, Lahore.
- † Certification in French Language from GCU, Lahore.
- † Certificate for participation in HRDC Training Cycle III by QEC, GCU.
- † Certificate for participation for attending National Conference on *Professional Development of Teachers in Higher Education in Pakistan*, by NAHE, HEC, Pakistan.