

Resume – Humira Khan

Teacher | Education Professional | Examination & Accounts Support

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Professional Summary

Dedicated and student-centered teaching professional with over 3 years of experience in classroom instruction, academic coordination, accounting assistance, and school administrative duties. Known for excellent classroom management, strong communication skills, and consistent academic results.

Key Skills

- Classroom Teaching & Student Management
- Lesson Planning & Classroom Activities
- Exam Preparation & Assessment
- School Administration
- Accounts Handling (Software-based)
- MS Office (Word, Excel, PowerPoint)
- Strong Communication & Leadership
- Time Management & Team Collaboration

Professional Experience

Teacher, Accountant & Examiner – The Academy of Excellence Memorial of Malik Riaz Ahmad Khan, Pakistan (2023 – Present)

- Taught major subjects with strong classroom control and effective teaching methodology.
- Assisted in managing school accounts using specialized software.
- Served as Controller of Examinations & Admissions (2 months).
- Prepared test papers, maintained records, and facilitated academic operations.

Education

- Diploma in Information Technology (DIT) – KIMS (In Progress, 2025)
- Bachelor of Science (BS) in Chemistry – University of Swat (CGPA: 3.37, 2023)
- Intermediate (Pre-Medical) – BISE Swat (69.45%, 2019)
- Matriculation (Science) – BISE Swat (67.36%, 2017)

Certifications

- Teaching Methodology Training – AOE (2024)
- Certificate of Outstanding Contribution – AOE (2025)
- Best Teacher Award – AOE (2023)
- International Chemistry Conference – University of Swat (2023)
- Research Data Management – Elsevier Academy (2022)

- Workshop on Li-Ion Batteries – UoS (2022)
- Peace & Tolerance Training – AOE (2021)

Technical Skills

- MS Office (Word, Excel, PowerPoint)
- Classroom Technology
- ChemDraw
- Record Management
- Basic Web Development (Learning)

Research Experience

University of Swat (2022 – 2023)

- Conducted research on Green Synthesis of Silver & Copper Nanoparticles using Aconitum Violaceum.
- Experienced in chemical characterization and spectra analysis.

Languages

- English – Fluent
- Urdu – Fluent
- Pashto – Native

Hobbies & Interests

- Video Editing
- Cricket & Badminton
- ChemDraw & MS Office Work

References

Available upon request.