HAJRA MEHFOOZ

ID: 8120213879240

Date of birth: 27/04/1994

Place of birth: Pakistan

Nationality: Pakistani

Sex: Female

CONTACT

📍 Azad Jammu & Kashmir
Pakistan
Pakistan **(Home)**

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ABOUT MYSELF

I'm **Hajra Mehfooz**, a dedicated Computer Science Teacher with experience across elementary, secondary, and higher secondary levels. I utilize 21st-century teaching methods, integrating technology and student-centered strategies to foster engagement, critical thinking, and digital literacy. My goal is to create an interactive learning environment that prepares students for academic success and equips them with essential skills for the digital age.

WORK EXPERIENCE

Education Department, Government of AJK Pakistan
District Kotli, Pakistan

Business or Sector Education │ **Department** School Education department , Government of Azad Jammu & Kashmir Pakistan │ **Email** ese.gok.pk@gmail.com │ **Website** http://ese.ajk.gov.pk

Instructor (Computer Science)- Grade 17
01/02/2020 – 23/03/2025
- Lesson Planning and Delivery for Grades 09–12
- Student-Centered and Modern Teaching Practices
- Student Assessment and Evaluation
- Promoting Digital Literacy and Critical Thinking
- Academic Mentorship and Exam Preparation

Information Technology Board, Azad Jammu & Kashmir Government of Pakistan Pakistan

Business or Sector Education │ **Department** AJK IT Board │
Email info@ajk.gov.pk │ **Website** http://itb.gov.pk

Instructor Computer Science
07/03/2019 – 31/01/2020
- Conducted training sessions on computer applications and programming fundamentals.
- Assisted students in troubleshooting hardware, software and networking issues.
- Evaluated students through assessment, projects and practical exercises.

Education Department, Government of AJK Pakistan Kotli, Pakistan

Elementary School Teacher || BS 11
24/03/2025 – Current

EDUCATION AND TRAINING

Mirpur

BS Computer Science || 2013 - 2017 Mirpur University of Science and Technology , Mirpur, AJK, Pakistan

Field of study Computer Science

Intermediate || ICS || 2011- 2013 Board of Intermediate and Secondary Education, AJK, Pakistan.

MATRICULATION || Secondary School Certificate || 2008 - 2010 Board of Intermediate and Secondary Education, AJK, Pakistan.

Kotli, Pakistan

Bachelor of Education 1.5 years Equal to M.Ed. Mohi u Din Islamic university AJK.

Field of study Elementary Education | **Final grade** 1319 out of 1800

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

   Listening B2
   Spoken produ
   Reading B2
Spoken interaction B1
   Writing B1

Arabic

 Listening

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

Microsoft Office | Social Media | Microsoft Word | Google Drive | Microsoft Excel | Microsoft Powerpoint | Begginer JavaScript for WebDevelopment | Python Language - Basic knowledge | Html, Java, CSS | Team-work oriented | Google Docs | Organizational and planning skills

DRIVING LICENCE

Driving Licence: A

Driving Licence: B

HONOURS AND AWARDS

School Education Department AJK, Pakistan

Best Teacher Award on 100% result

"I was honored with the Best Teacher Award by the school principal for achieving a 100% student result."

REFERENCE

Will be furnished on demand