

Sana Mumtaz

EDUCATION:

Sep 2007 – Jan 2010	Masters of Science Physics Quaid-e-Azam University, Islamabad, Pakistan
July 2005 - June 2007	Bachelors of Science in Physics Islamabad College for Girls, Islamabad, Pakistan
July 2003 - June 2005	Intermediate Federal Government College for Women, Islamabad, Pakistan.
2002-2003	O'Levels (University of Cambridge) Beaconhouse School System, Margalla Campus, Islamabad.

PROFESSIONAL EXPERIENCE:

Physics Lab Instructor – Alfaisal University

September 2012 – Current

- Responsible for preparing and supervising labs for students
- Responsible for introducing new experiments and materials for the lab work.
- Performing regular safety inspections of equipment and the lab.

Lecturer Physics – Islamabad Model College for Girls

August 2011 – February 2012

- Responsible for preparing and delivering lectures (theory & practical) for Bachelors of Science 1st year students and intermediate 2nd year students
- Member committee of internal audit

Lecturer Physics – AIMS Education Systems

June 2010 – May 2011

- Delivered Math and Physics lectures to matriculation and intermediate year students
 - Delivered Math, Physics, Chemistry and English tutorials for O-levels students
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EXTRA CURRICULAR:

- Voluntary Head of Communications for Msc. Physics batch 2007-2009
 - Voluntary work as assistant in sending and receiving communications regarding faulty laboratory equipment.
 - Assisted a visiting German documentary crew regarding their work on “Pakistan’s Youth in the world of today”
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SKILLS:

- Complete proficiency in English and Urdu
 - Command over basic computer skills including Ms Word, Ms Excel, PowerPoint, Photoshop
 - Hands-on experience with Windows NT, XP
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INTERESTS

- Enthusiastic reader of English Fiction and Quora.
 - Member of Fanclubs of assorted English Fiction writers.
 - Member of online news forum regarding world politics, current affairs.
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