

Ms. Amina Khudaidad

Objective:

- To set a Challenging job that will improve my teaching skills and confidence and help me to boost up my career.

Personal Information:

Father's Name: Khudaidad Khan
Marital Status: Married
Religion: Islam
Domicile: Quetta
Nationality: Pakistani
CNIC #: 54400-0432426-0
Contact #: Res: 081-4001315, Office: 081-9211236
Cell: 0345-8312252

Experience:

(A) Lecturer in Commerce Department, University of Balochistan, Quetta from May 2002 to onward.

Responsibilities:

1. To teach Principles of Marketing to M.Com Previous.
2. To teach Principal of Accounting to B.Com Previous
3. BS (IT) in Computer Science Department.
4. To teach Business Organization to B.Com Previous.
5. Letters Drafting/Circulars/Reports.
6. Managing Incoming and outgoing correspondence.
7. Office files management and keeping them update.
8. Arrange and manage exposure, Study visits of Students.
9. Evaluation of Student's Performances by setting assignments/reports/papers.
10. Any further Task assigned by Department.
10. Have been teaching at Mars and Pak Japan Culture Center for 04 Years.

(B) Visiting Teacher Lecturer in National Commerce College for one Year.

Responsibilities:

1. To teach Business Organization, Banking and Finance to students of B.Com Previous.
2. To teach Cost Accounting to B.Com Final.

(C) Vice Principal in Legend Hall School and College for one year.

Responsibilities:

1. Responsible for Administrative and management work.

Professional Knowledge:

- 30 Days Staff Development Course under the scheme of National Academy of Higher Education Commission.
- 2 Days Training on gender sensitization training workshop organized by Ministry of Women Development, Social Welfare and Special Education.

Qualification:

- Master in Commerce from University of Balochistan Quetta in 2000 by securing 68% Marks.

Publications:

- Draft on Advertising business in Pakistan.

Report/Thesis:

- Thesis on “Effects of Increasing Population on Economic Development of Pakistan” for M.Com final year and secured 74% Marks.

Other Skills:

- Done 6 levels of English language course from MARS English Language Center.
- Ms. Office (Ms. Word, Ms. Excel, Ms. Powerpoint)
- Inpage
- Internet Browsing

Languages:

Language Name	Spoken	Written
Urdu	A+	A+
English	A+	A+
Pashto	A+	-----

References:

1. Dr. Fazal Bari (Controller of Examination) at BUIT.
2. Mr. Abdul Lateef Durrani (Associate Professor and Dean
Management Sciences & IT University Of Balochistan Quetta)