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| PERSONAL INFORMATION | Ansa Tabinda Khatoon |
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|  | Flat D2 10 London Road Boston PE21 8AG |
| +447774039280 |
| noorkhadija672@gmail.com |
|  |
| WhatsApp, Ansa Cheema |
| Sex Female | Date of birth 18/02/1997 | Nationality Pakistani |

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| WORK EXPERIENCE |  |

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| 19-07-2023 to continue  05-06-2023 to 30-10-2024  01-05-2022 to 30-03-2023  02-04-2022 to 15-04-2023          February2019 - March 2019 | Child Museum Young V and A (Benugo café)  Caring Hands Company, London UK  Training in Cheema Hospital Complex  Education Department |
| Study Care Collage, Toti Chak |
| * School administrator * Lesson planner * To promote student’s intrinsic motivation |
| Agriculture Department |
|  | Government of Punjab Pakistan as an internship program |
|  | * Office administrator * Field visit planner * To promote farmer intrinsic motivation |

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| EDUCATION AND TRAINING |  |
| 2023 - 2024      2019 - 2021    CGPA  2015-2019  CGPA    2013- 2015    2011-2013 | M.Sc. project Management  University of west of Scotland, London campus  Pass  M. Phil, Specialization; Agronomy  University of Sargodha(UOS) Sargodha , Punjab – Pakistan  4.00/4.00  B. S, Specialization; Agronomy  University of Sargodha(UOS) Sargodha , Punjab – Pakistan  3.86/4.00  F. Sc (Premedical)   * Biology, Physics and Chemistry; BISE Gujranwala * %age: 65%   Matriculation (Sciences)   * Biology, Physics and Chemistry; BISE Gujranwala, * %age: 88% |  |
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| PERSONAL SKILLS |  |
| Communication skills | Motivator, administrator and a good representative   * A student motivator being a teacher * Excellent verbal communication skills being a school administrator * Professional, confident and persuasive speaker * Empathic listener * Excellent presentation and negotiation skills |

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| Mother tongue | Punjabi | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Urdu | C1 | C1 | C2 | C1 | C2 |
| English | C1 | C1 | B1 | B1 | C1 |
|  | English proficiency certificate | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Organisational skills | Organizational skills are crucial for my work experience   * Time management * Decision making * Problem solving * Making presentation * Documentation * Coordinating and executing events |

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| Job-related skills | Comprehensive hard and soft job skills,   * Thought processes * Career development skills * Leadership * Basic academic skills in reading and writing * Goal setting and meeting goals |
| Digital Skills | * Window Operating System (Win 98, Win Xp, Win 8.1 and Win 10) * Ms Office (Ms Word, MS Excel, MS Power Point) * Well versed with internet and Email * Web Browsing, Virus Scanning and M- Star Statistical Analysis * Data analysis by SPSS * End Notes and Photoshop |
| ADDITIONAL INFORMATION |  |

Thesis **Analysing Leadership Competency Profiles of Successful Project Managers in the UK: A Systematic Literature Review**

Thesis **Effect of different level of Zinc on growth, yield and quality attributes of some Rapeseed (Brassica Napus L.) cultivars**

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| Publications    Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References  Citations  Courses  Certifications | I am writing a research paper on **Effect of different level of Zinc on growth, yield and quality attributes of some Rapeseed (Brassica Napus L.) cultivars**   * I was awarded with a laptop from Govt. of Punjab Pakistan at matriculation level on merit base * I also awarded with PEEF scholarships from Govt. of Punjab Pakistan at Intermediate and B.Sc (Hons.) * I have attended workshop on **Precision Agriculture** and sugarcane budnodes interaction. |

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| **References**  Dr. Ahsan Aziz  Assistant professor  University of Sargodha  00923496210954  drahsanaziz@gmail.com      Mr. Paul Asare  Lecturer  University of West of Scotland  07551588032  Paul.asare@uws.ac.uk |  |
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