



Shahzaib Mirza

ID: 2623185440 **Residence permit:** Iqama is Transferable **Nationality:** Pakistani

Date of birth: 10/12/1985 **Place of birth:** Farooqabad, Pakistan **Gender:** Male

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ABOUT ME

I am **Shahzaib Mirza**, a highly experienced and dedicated education professional from Pakistan with over 18 years of teaching expertise in **English Language and Computer Science**. I hold an **MBA in Human Resource Management (2010) from Virtual University of Pakistan** and a **Bachelor's degree in English (2006) from Punjab University, Pakistan**, on the basis of which I have been teaching English professionally.

With strong **expertise in computer networking**, I have extensive experience in maintaining and managing **computer labs in schools, colleges, and campuses through effective networking**. Alongside my formal education, I have completed several professional certifications in Pakistan, including a **Diploma in Computer Applications, Diploma in Computer Hardware, and Diploma in Graphic Designing**. I ensure the smooth operation of hardware, software, and IT resources, enabling the delivery of modern, technology-based instruction.

From 2007 to 2021, I taught **English and Computer Science** at **Loreat School & College of Commerce, Pakistan**, followed by my role at **Allied School Pakistan (Nov. 2021 – Sep. 2025) as an English Teacher**.

In 2009, I was selected as a **Master Trainer of Computer IT in Pakistan**, where I provided digital education training to **government teachers under the Directorate of Staff Development through the Pakistan-Canada Department Swap Program**, contributing to national teacher development initiatives.

I am passionate about student-centered learning, curriculum development, integrating technology into education, and efficiently managing computer labs. With strong communication skills, leadership ability, and a deep commitment to academic excellence, I aim to contribute positively to a progressive educational institution.

EDUCATION AND TRAINING

MBA

Virtual University [2008 – 2010]

City: Lahore | Country: Pakistan | Website: <https://vu.edu.pk/> |

Field(s) of study: Human Resource Management

BA

University of The Punjab [2004 – 2006]

City: Lahore | Country: Pakistan | Website: <https://pu.edu.pk/> | Field(s) of study: English

WORK EXPERIENCE

ALLIED SCHOOL – Farooqabad, Pakistan

ENGLISH TEACHER

[26/11/2021 – 08/09/2025]

- Taught **Grade 9 and Grade 10 English** according to the Lahore Board curriculum.
- Prepared students for **Board Exams** with a focus on grammar, comprehension, translation, and writing skills.
- Designed and delivered **lesson plans** aligned with Lahore Board standards.
- Conducted regular **tests, quizzes, and assessments** to monitor student progress.

ENGLISH & COMPUTER TEACHER

[22/08/2007 – 10/11/2021]

- Taught **English and Computer** to **Grade 9 and Grade 10** according to board syllabus.
- Taught **Computer Science** to **Grade 11 and Grade 12** (Intermediate level).
- Designed structured lesson plans for both **English** and **Computer Science** subjects.
- Prepared students for **board examinations** through targeted practice and past papers.

CERTIFICATIONS

[Common European Framework of Reference (CEFR), 14/02/2025]

EF SET

- Completed **EF SET (English Proficiency Test)** certification.
- Assessed and demonstrated **English reading, writing, and comprehension skills.**
- Validates **English language proficiency** for academic and professional use.

Mode of learning: Online

[Nice Computer College, Pakistan, 12/07/2002]

DCA

- Proficient in **basic programming, and computer operations.**
- Developed **typing, file management, and data handling expertise.**

Mode of learning: Research-Lab based

[Nice Computer College, Pakistan, 21/03/2002]

CIT Completed a 3-month Certificate in Information Technology (CIT) program with hands-on training in basic computer applications. Gained practical knowledge of computer operations, MS Office (Word, Excel, PowerPoint), internet usage, email handling, and basic IT skills for office and administrative work

Mode of learning: Research-Lab based

[Scholars' Computer College, Pakistan, 21/10/2001]

DCA / DCH / DGD Diploma In Computer Application / Diploma in Computer Hardware, / Diploma in Graphic Designing

- Gained foundational knowledge of computer hardware, including computer components, assembling, basic troubleshooting, installation of operating systems, and routine maintenance.
- Learned basic graphic designing concepts and tools, including image editing, layout design, and visual content creation using graphic design software.

Mode of learning: Research-Lab based

HONOURS AND AWARDS

[15/08/2009] Directorate of Staff Development / PAK -CANADA DEBT SWAP PROJECT

Master Trainer of Computer IT In **2009**, I had the honor of participating in a **Government Directorate of Staff Development** program, where I **trained government teachers**, including some of my former teachers. For my contributions, I was awarded a **Certificate of Recognition**, which remains one of the most memorable and proud moments of my professional career.

SKILLS

Padlet / wayground / Kahoot! / blackboard / Microsoft Office / Computer Networking

LANGUAGE SKILLS

Mother tongue(s): Urdu | Panjabi; Punjabi

Other language(s):

English

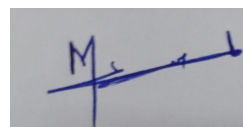
LISTENING B2 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

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

I affirm that the information in this CV is correct and reflects my qualifications, experience, and commitment to professional integrity.

Albustan, Al Mubarraz, Al Ahsa, Saudi Arabia

A handwritten signature in blue ink, appearing to read 'M. S. Mirza', written on a light-colored background.

Shahzaib Mirza