

## Ashbeel Roy

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Al Sadd, Doha, Qatar.  
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### Education

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- 2021 **B.Ed. (Bachelor of Education)**  
Allama Iqbal Open University, Gujranwala
- 2016 **BS (Honors) Geography**  
Forman Christian College (A Chartered University), Lahore
- 2012 **Intermediate (Pre-Medical)**  
Crescent Science College, Gujranwala
- 2010 **Matriculation (Science)**  
St. Peter's English High School, Gujranwala

### Professional Experience

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- Nov 2018-to date *High School Teacher (Licensed Teacher GA-20675)*  
Government Jinnah Memorial Muslim High School, Gujranwala
- Geography
  - General Science
  - Biology
  - English
- Jul 17- Jun 2018 *Prime Minister Youth Internship*  
EDO Education Office, Gujranwala
- To assist Deputy District Education Officer (Secondary)
  - Maintaining electronic data
  - Typing confidential letters
  - To keep record of Internees attendance and updating monthly assessment on Prime Minister Youth Internship Portal
  - Generating required pro-formas on Microsoft Excel Sheet
  - Making necessary phone calls
- Nov 16 -Jun 2017 *Office Coordinator*  
*ICE Academy (Institute of Conceptual Education)*
- Administrating Academy Classes
  - Clerical Tasks
- Sep 2016 *Library Internship*  
Learning Resources, The Urban Unit
- Entering Books and Research Materials in Database of Urban unit learning Resources
  - Arranging Books in their suitable shelves
  - Tagging and arranging Research material
- Sep15-Jun 2016 *Work Study Program*  
Assistant of Head of Geography Department Kashif Shafiq,  
Forman Christian College, Lahore
- Assist in word processing of course material, faculty correspondence
  - Help in constructing graphs, charts, tables and PowerPoint presentations
  - Assist on preparing mailings (stapling, labeling etc)

- Posting materials using web-based teaching software (website, blogs etc)

July- Aug 2015 *Volunteer*  
 Admission Office, Forman Christian College, Lahore

- Collecting Admission Forms
- Conducting test of baccalaureate students
- Documentation Verification
- Making required phone calls
- Data Entry

Oct13–May 2014 *Volunteer*  
 Office of University Advancement, Forman Christian College, Lahore

- Fund Raising for the University
- Helping advancement office with routine work

July-Sep 2013 *Volunteer*  
 Admission Office, Forman Christian College, Lahore

- Data Entry
- Helping Candidates to fill online forms
- Making required phone calls
- Documentation Verification
- Collecting Admission Forms
- Helping with test of baccalaureate students

### Co-Curricular Activities

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2014 Certificate of Participation in Photography and Videography Workshop by Nikon at Forman Christian College, Lahore

2014 Volunteer at Pet Show

2015 Certificate of Participation Lahore Mapathon held by Consulate General of the United States of America Lahore, Pakistan

2015-2016 Event Manager Dean Geographical Society, Forman Christian College, Lahore

2016 ETS Proficiency Profile longitudinal assessment test held at Forman Christian College, Lahore

2016 Participated in ArcGIS competition held at Institute of Space Technology, Islamabad

2013-2016 Regular Player (Opener Batsman) of Forman Christian University's Official Cricket team

### Skills

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- Computer: Word, Excel, PowerPoint, ArcGIS, ENVI
- Languages: English, Urdu, Punjabi

### Interests

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- Cricket
- Novel Reading

### References

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References on demand