


Mansoor Hamza

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Summary

I am an experienced content creator, writer, and designer. I have worked for a number of organizations locally and internationally. I worked as a freelance content writer for more than 6 years. I have written more than 30 newspaper articles and opinions. I have published a poetry collection on Kindle.

Some of the work samples can be accessed on:

<https://www.medium.com/@mansoorhamza>

<https://thetriangle.space.com>

Currently, I am working with Gusta Writing Services. Moreover, I am also attached to Udaar Academy and Allan Foundation.

I have done translations for:

- Sindhi Language Authority
- Research and Development Foundation
- International Rescue Committee
- Newports Institute of Communication and Economics (NICE), Karachi
- Udaar Academy

Following are the elements that back my strength:

- Tech-savvy
- Concept Development and Creativity.
- Believe in Continuous Improvement
- I meet Policies and Procedures
- Attention to Detail of Project/Product
- Proper Time-management
- Highly Organized and Multitasking Expert
- Proactive and Motivated

Experience

Content Editor

Climate Change and Emerging Geography

Jul 2021 - Present (7 months +)

Climate Change and Emerging Geography is an online magazine. It is published by The Sindh Geographical Society.

Founder

VISION20 Community School Project

Jan 2021 - Jan 2022 (1 year 1 month)

I have initiated a project to enhance the quality of their life by removing financial disparity, job insecurity, and promoting ownership.



Lecturer

Army Public School & College System

Feb 2020 - Jan 2021 (1 year)

- To use excellent subject knowledge to plan and teach the curriculum to an international student population;
- To plan and deliver well informed and engaging lessons according to the BIC Teaching and Learning Framework;
- To plan differentiated lessons which match the full range of learners' needs;
- To use technology to support exciting teaching, the development of skills, and homework provision
- To manage the learning of students in a secure and friendly environment in which they can thrive;
- To use regular, thorough and accurate assessment following BIC Policies;
- To mark work and set targets, in line with the BIC Policies, which inform learners how to improve and therefore contribute to student progress;
- To provide accurate data on the progress of students taught and use this to monitor and evidence student progress;
- To be responsible for the health and safety of students who are in your care;
- To ensure the wellbeing of all students is safeguarded;
- To fulfil the role of Form Tutor as applicable;
- To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.
- To contribute to the school' continuous improvement.
- To attend meetings and professional development and professional development activities as required.



Coordinator

Academy for Promotion of Arts, Literature, and Literacy (APAL)

Apr 2016 - Jan 2021 (4 years 10 months)

Communication: Event coordinators talk to clients, listening to their needs and presenting ideas and solutions to their requirements. They also work with suppliers, contractors, employees, wait staff and many other parties at the same time. Customer service and interpersonal skills are required.

Calm Under Pressure: Many things can go wrong during an event, and something eventually will. Event coordinators need to remain calm during crisis and the high pressure of an event in progress.

Computer Skills: Modern event planners rely on computers to communicate, plan, budget and organize their events.

Negotiation Skills: Event coordinators will need negotiation skills to work out prices with clients and contractors.

Organization: Many things happen all at once at meetings. Event coordinators need to stay focused and organized so that the event goes off without a hitch.

Problem-Solving Skills: Inevitably, something will go wrong at an event. Being able to quickly solve the issue is required.



Lecturer

Army Public School & College System

Mar 2019 - Nov 2019 (9 months)

- To use excellent subject knowledge to plan and teach the curriculum to an international student population;
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Lecturer

Army Public School & College System

Jul 2018 - Nov 2018 (5 months)

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Teaching Intern

University of Karachi

Jul 2017 - Jun 2018 (1 year)

Under national internship program for one year

Supervisor

Management and Development Center

Feb 2016 - Mar 2016 (2 months)

Sub-Editor

Daily Kawish

Jul 2012 - Oct 2012 (4 months)

I do translate news from English and Urdu to Sindhi language and edit, make them correct, proof them and give them a intro and a suitable heading.

Education



Karachi University

MPhil, Geography

2017 - 2021



University of Sindh

Bachelor of Science, Geography

2012 - 2015

I was regular student and teachers considered me one of the leading students of the department. I participated in cartographic exhibitions, played inter department cricket tournament and competed in Bi Lingual Declamation Contest. I was one of the four leader during the preparation of Thesis in final year.



Superior College

Inter, Engineering

2009 - 2011

Licenses & Certifications



Project Writing - Faculty of Community Health and Medicine, LUMHS



Web Developer - PRIMUS Institute of Information Technology




Office Automation Tools - PRIMUS Institute of Information Technology

 **What is Graphic Design?** - LinkedIn

 **Graphic Design Careers: First Steps** - LinkedIn

 **Instagram Marketing Fundamentals** - Great Learning
QLBINHCL

 **Microsoft Word 2016** - Northstar Digital Literacy Assessment
j78taMqtT1an2qdMqUGRzA


 **Certified Microsoft Innovative Educator** - Microsoft Education Center
20618619

 **Certified Microsoft Innovative Educator** - Microsoft Education Center
20618619

 **Windows 10 for Education** - Microsoft
20626675

 **Education for a sustainable world** - Microsoft
20639170

 **Adobe Creative Educator Level 1** - Adobe Education

 **Adobe Creative Educator Level 2** - Adobe
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Skills

Qualitative Research • Technical Writing • Proposal Writing • Translation • Geography • Surveying •
Environmental Impact Assessment • Project Coordination • Strategic Planning • Presentation Skills