



# SUMAIRA RAVEEM

## CONTACT

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CNIC : 35202-4726620-

D.O.B: 10<sup>th</sup> March,1985

## LANGUAGES

English ●●●●●

Urdu ●●●●●

Punjabi ●●●●●

## PROFESSIONAL SUMMARY

To strengthen and develop my career in a reputed career oriented organization, where I could utilize my skills more professionally and learn to adapt with current environment and forthcoming challenges in an organized way. My passion is my creativity and create a new idea.

## WORK HISTORY

### As a Dress Designer

**Décor Boutique | Lahore , Pakistan |2016 - 2018**

- responsible for researching trends, developing design concepts, sketching designs, selecting fabrics and trims, overseeing production, and collaborating with teams to create visually appealing fashion products.

### As an Event Management

**Whimsical Parties Lahore,  
Pakistan 2021**

- responsible for planning, promoting and ensuring the smooth running of an event schedule and individual events.
- There is often plenty of overlap between the work of an events team.

### **As an Art Teacher**

**American Lycetuff School| Lahore,  
Pakistan |2018-2019**

- Developing students' drawing, coloring, and painting techniques.
- Prepared lesson plans.
- Collaborated with other teachers to coordinate social activities.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Provide the instructions on the use of Calligraphy, Sketching, Crafts ,graphite and charcoal pencils, as well as oil, acrylic, and watercolor paint.
- Promote the use of technology in the classroom

### **Art Teacher**

**United Charter School (Project of Beaconhouse)**

**[Lahore, Pakistan]**

**January 2022 to Continue**

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- Prepared lesson plans.
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- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
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## **EDUCATION**

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### **BA**

Queen Marry College, Lahore

**Intermediate in Fine Arts, Lahore Board**

Islamia College, Lahore

**Matriculation: Science , Lahore Board**

## **SKILLS**

- Knowledge of Microsoft Windows XP/07, Microsoft Office (word, excel, power point, Outlook).
- Good practice of working on the Internet (Internet Savvy).
- Ability to Read, write, speak and understand English Language.
- Positive learning environment.
- Physically strong and agile.
- Computer proficient & fast typing.
- 3D work
- Calligraphy
- Sketching
- Landscapes
- Tie and Dye projects

## **Professional Course (Diploma)**

- 04 Year Fashion Art & Textile & Interior Designing.

## **TRAININGS**

- Soft skills
- Lesson planning
- Teaching Strategies
- Calligraphy
- Sketching

## **HOBBY**

- Gogging & learn new things.
- Watching documentaries.
- Listening music
- Cooking

## **REFERENCE**

References available on request