

HAREEM SIDDIQUI

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Objective

Looking forward to have a career oriented position in a progressive organization in order to utilize my knowledge and skills for its development and growth.

Core Qualification

- **B.Arch.** N.E.D University
- **B.Com.** University of Karachi
- **D.I.T.** University of Karachi

Professional Experience

Bay View High - Pre School

Jul 2017 – present

Co - Teacher

- Assist the teacher in daily classroom activity planning and supervision.
 - Work with individual students or small groups of students to reinforce learning of material or skills as prescribed by the teacher.
 - Operate and care for equipment used in the class for instructional purposes. Assists in general maintenance and cleaning of the classroom after activities.
 - Distribute, collect and grade workbooks, papers and other materials for instruction, as prescribed by the teacher.
 - Guide independent study, enrichment work and remedial work set up as assigned by the teacher.
 - Assist with such large group activities as drill work, reading aloud and story telling.
 - Assist subject teachers regarding routines, procedures etc.
 - Assist teachers in maintaining neat work and study areas.
 - Take over the teaching duties in the absence of the class teacher.
 - Participate in in-service training programs as assigned.
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Assistant Architect

- Prepare operating manuals, studies or reports.
- Prepare and develop architectural drawings in order to meet the specifications of the clients, also to review the designs.
- Communicate with the client about all architectural matters.
- Review or modify the plans according to the directions coming from the senior architect.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Assist Architects in the preparation of plans and specifications for the construction and/or alteration of buildings.
- Performs design work utilizing specifications, sketches and ideas on developing designs.
- Assists in compiling data for comprehensive facilities use and feasibility data to be used.
- Assists in conducting preliminary studies of proposed projects to obtain information as to space and design requirements, obtaining measurements and making sketches preliminary to the preparation of drawing.
- Plan layouts of structural architectural projects.
- Gather information related to projects' environmental sustainability or operational efficiency.

Education

N.E.D. University of Engineering and Technology, Karachi Bachelor of Architecture (B.Arch.)	2010
University of Karachi Bachelor of Commerce (B. Com.)	2008
University of Karachi Diploma in Information Technology (D.I.T)	2009
D.H.A Higher Secondary School, Karachi Higher Secondary School Certificate	2004
Shaheen Public School, Karachi Secondary School Certificate	2002

Trainings

- **“Supporting Children under Five: Having Fun to Develop Early Number Sense”**
 - Venue: ***Aga Khan University Institute for Educational Development***
 - Duration & Date: ***Two Days – November 6-7, 2017***

Skills

- MS Office
- Auto Cad
- 3d Studio Max
- Adobe Photoshop
- Sketching
- Model Making

Projects

Thesis Project

- A resort at Gadani Beach

Urban Planning Project

- Redevelopment of Lines area

References

Available if required.