



Muhammad Rizwan

Student Counselor



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Sharjah, UAE

Education

Preston University Islamabad

M. Phil (International
Relations)

2014-2016

3.5/4 GPA

University of the Punjab

M.A (Political Science)

2012-2014

Expertise

- Career planning
- Mediation and crisis intervention
- Team collaboration and leadership
- Critical Thinking
- Communication Skills
- Self-Motivated
- Training and Development

Experience

Student Counselor

Al kmal American Private INT School **2017 - Present**
Br-2 (SHARJAH, UAE)

- Pointed students to relevant information about academic and personal support services available on campus.
- Advised students individually and in groups on academic programs for individual interests.
- Used standardized assessments to evaluate abilities, interests and characteristics of different students.
- Provided alcohol and drug prevention programs and classes to teach students to handle conflicts without resorting to violence.
- Collaborated with parents, school faculty and social workers to address problems and grow student success.
- Empowered students through counseling and skill-building exercises.
- Reviewed transcripts to verify students met graduation or college entrance requirements and wrote letters of recommendation.
- Counseled students regarding course and program selection, class scheduling and registration and career planning.

License

Academic & Professional Guide

Sharjah Private Education Authority

Experience

Social Studies Teacher

2014- 2016

THE EXCELLENT SCHOOL (ISLAMABAD, PAK)

- Educated students regarding national and global social issues and influencing factors.
- Maintained awareness of relevant current events and quickly incorporated study into curriculum.
- Established and communicated clear learning objectives and expectations to students.
- Developed instructional aids for classroom use and encouraged student participation.
- Completed documentation of attendance, grades and other required details.
- Encouraged consistent classroom attendance and managed student behavior using constructive criticism.
- Established and communicated clear objectives for all educational activities.
- Conducted regular parent-teacher conferences to keep parents informed of student progress.