**Gulfjobseeker.com CV No:** **617952**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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***CARRER OBJECTIVE***

A position in Administrative work/Teacher

***CARRER SUMMARY***

* Excellent organizational, communication and management / Customer service skills
* Honest, Dependable, detail oriented, accurate, team player, committed to top quality

***WORK HISTORY***

*Sep-2008 to June-2009 Science Primary Classes Emirates Private School, Abu Dhabi-UAE*

* Taught Harcourt Science to Grades 4, 5 and 6
* Prepared all the Syllabus, Notes, Work sheets, Revision Sheets and Exam Papers
* Taught Social Studies to Grade 8
* Taught English as a substitute teacher
* Attended all internal and parent-teacher meetings
* Completed the course syllabus on time

*Aug-2006 to Aug-2008 Administrative Assistant Insta Power, Karachi- Pakistan*

* Organized and managed day to day administrative operations
* Established correspondence and administrative standards
* Provided direction and guidance to other staff
* Prepared minutes of meeting on fortnightly basis and distributed to the staff
* Sent / received mails and MIS reports to the corporate office

*Jan-2006 to July-2006 Property Rental Consultant Just Letting, Durban South Africa*

* Collected stock by networking, advertising and making cold calls and visiting the same
* Advised the landlord on effective measures in order to get maximum rental and clientele
* Handled client’s queries on telephone or in person
* Made appointments and took prospective clients to show rental properties

*Jan-2006 to July-2006 Supporter after Care Glenwood Prep School, Durban SA*

* Was responsible of taking care of students staying after school
* Developed group of students and organized games and activities according to their interest
* Distributed refreshments and making Friday as a special treat day

*Apr-2002 to Apr-2005 Free Lancer- Property and Financial Services Mississauga- Canada*

* Collected information of Home-Sellers/Byers ad clients in need of loans
* Compiled the client’s information in Morty System to check their net-worth
* Searched the area and met the seller to get listings of their own home
* Coordinated with banks in getting approval for client’s loan
* Established and operated independent broker office

 *Oct-2000 To Apr-2002 Asst. Superintendent 20 Paisley Blvd .Mississauga-Canada*

* Responded to queries either in person or on the phone regarding availability of suites and showing the same to prospective tenants.
* Kept the building and the surrounding area clean and tidy
* Kept all paper work up to date such as rent paid by tenants, complaints or jobs to be done in suites and issuance of Visitor parking passes etc
* In case of emergencies such as fire alarm, assisted the Superintendent in vacating tenants from the premises

*Sep-1999 to Sep-2000 Volunteer Teacher Floradale Public School Mississauga-Canada*

* Worked in lending library
* Issued and received books and toys and kept all the records up to date
* Looked after the children as Assistant teacher

*Aug-1993-Feb- 1999 Supervisor Care &Coordination Synergy Corporation, Karachi-Pakistan*

* Visited and coordinated with different centers either run privately or by NGO’s such as ‘Edhi Center for Mentally Handicapped Women’, ‘Marie Adelaide Leprosy Center’, Dar-Ul-Sukoon (Center for Blind, Deaf & Dumb Children)’, Dar-Ul-Aamaan (Center for Abandoned Women)’.
* Compiled and submitted reports to the District Coordinator on fortnightly basis
* Trained and coached junior workers and assigned them different centers

***Education***

* 1992 Awarded Bachelor of Arts Degree (**Major in Economics & Social Science**) from University of Karachi-Pakistan
* 1990 Awarded Intermediate Degree (**Pre-Medical**) from Sheikh Khalifa Bin Zayed Arab Pakistani College Abu-Dhabi-U.A.E.

***Professional Training***

* Two weeks In-House training on ‘Survey & Coordination of Social Centers’ by Synergy Corporation
* Two Days Workshop on ‘Social Awareness’ from N.I.S.S. (National Institute of Social Sciences)
* Currently doing MS Office(Executive Training Program) from Galaxy Computer Education