**Career Objective**

Looking for a chance to serve a reputable educational institute as an administrator with the use of my proficiency and experience as an educator.

**ACADEMIC QUALIFICATION**

* MBA, 2010-2012 Institute of Business & Technology BIZTEK (CGPA 3.66)
* B.A. in 2009 Usmania Girls College, Karachi
* F.Sc. in 2005 Govt. Science & Commerce College, Karachi
* Matric, in 2003 Metropolitan Academy, Karachi

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| --- | --- | --- |
| **WORKING EXPERIENCE** |  | |
| **Organization** | **Position & Department** | **Time period** |
| **Dolphin Show International** | **Director Marketing** | **Dec2013 - Dec 2015** |
| **Responsibilities:** |  |  |

* + Marketing plan \* strategies, Execute \* Client dealing \*corporate shows \*Media branding sponsorship.
  + Planning, advertising\* public relations, \*event organization and research communicating with target audiences and managing customer relationships
  + Developing \*implementing and managing events.

**Date Palm School Administrator Aug2012 -Sept 2013**

**Responsibilities:**

* + Conducted meetings for teachers and parents \*Student counseling & Admissions.
  + Communicate with pupils and parents regarding official work through e-mails\*internal mails and telephonic calls.
  + Salary of teachers \*Prepared annual plans for events\*school programs and other educational activities. Time tables & schedule.
  + Helped teachers plan subject curriculum \*Supervised teacher and student performance.

**YEN Academy Coordinator (Montessori- Grade8) May2010 - July2012**

**Sun City Grammar School Coordinator & Administrator Advisor March 2008 -April2010**

**Responsibilities**

* + Conducted meetings for teachers and parents \*Student counseling \*Admissions
  + Communicate with pupils and parents regarding official work through e-mails\* internal mails and telephonic calls
  + Evaluate school curricular and revise when needed \* Handle the tasks of attending calls and keeping records of black & white correspondence including couriers \* letters and other posts.
  + Selection of subjects Developing the interest of students
  + Worked on marketing strategies and techniques Educational
  + Help teachers plan the curriculum for the school subjects
  + Approve proposed school activities such as school programs\* field trips and socials
  + Assist teachers \*principals and vice principals in operating and managing the whole school.

**Metropolis Academy Receptionist cum Cashier March 2006- Dec2007**

**Responsibilities**

* + Responsible for greeting parents, visitors and new students and help them regarding their respective official requirements
  + Communicate with pupils and parents regarding official work through e-mails, internal mails and telephonic calls
  + Received the fees
  + Managed the data of school.

**Skills**

* + Effective administrator and leader
  + Knowledgeable in the latest curriculum development and teaching strategies
  + Strategic planning and staffing
  + Student counseling

**PERSONAL PROFILE**

* Date of Birth December 21, 1986
* Religion Islam
* Marital Status Single

**First Name of Application CV No:** **1644246**

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