sumaira

DUBAI, UAE ****

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## Objective

To contribute my creativity and commitment to the development of an organization that will further build and refine my current skills set in academics and co-curricular activities.

**Present Address UAE (Al Rigga road)**

**Passport status**

Visa Issue date : (24-OCT-2016)

Visa Expiry date : (10-FEB-2017)

**Visa Status : Visit visa**

### Areas of Expertise

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| * Leadership * Motivational Proficiency * Communications * Problem-Solving | * Providing Guidance * Instructing in Meta Skills * Instructing in Curriculum * Skillful Planning | * Management * Craft knowledge * Teach Self Advocacy * Managing Relationships |

Professional Experience

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#### Education and Trainings

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| **Work Experience** | **Organization** | **From – To** |
| Working as a Administrator | Bright Star Montessori | 2014-2016 |
| Working as a event manager | Mango Musik | 2014-2016 |
| Had been teaching | Sacred Heart Convent | 2012-2014 |
| Office Secretary | Daewoo Pak | 2010-2012 |
| Had been teaching | Bloomfield Hall school | 2008-2010 |
| Front Desk Officer | Kangaroo Australian Institute | 2007-2008 |
| Customer services representative | Warid Telecom | 2005-2007 |

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| --- | --- |
| **Company Profile** | **Job profile** |
| **“Bright Star Montessori”** kindergarten School | Clear goals, curriculum and objectives to plan and meet the educational goals. Interviewing and recruiting Teen Employees and training them in good work place ethics for class room management, and effective teaching methodology**.**  Building a rapport with students and their families from a wide range of cultural background. Lesson planning to gear the comprehension level of Junior High Students.  Preparing, administrating and grading special mock exams for students. Creating a trusting atmosphere through sensitivity to student’s strength, weaknesses and personal learning styles |
| “**MangoMusi**k” is Pakistan based Event organizingcompany. | As a event manager organized conference, seminars and exhibition as they are parties and corporate incentive trips. |
| **“Ρούχα”**Pakistani Eastern and Westernclothing brand. | • Provide direct customer services by informing them of products and services  • Ensure that customers are directed to the appropriate aisle  • Identify sales opportunities and follow up on existing accounts for business development  • Create and execute appropriate strategic plans to bring in more business  • Research sources in order to develop new business connections  • Make cold calls to prospective clients and inform them about new products and deals  • Conduct market research to identify trends and manage sales activities accordingly  • Meet individual and company sales targets  • Promote new products to walk-in customers and record orders  • Handle and resolve customers’ complaints  • Explain products’ value and capabilities to customers  • Process payments in terms of cash, checks and credit cards  • Verify the validity of paper money and credit cards  • Tally cash with receipts at the end of the shift  • Maintain stocks and inventory  • Stock shelves with appropriate products and ensure correct price tagging |
| **“Daewoo ” (South Korean)** Daewoo Pakistan Express Bus Service Limited, a road transport company, provides express bus, city bus, cargo, and travelling services in Pakistan. | Secretary to the CEO  • prepare and manage correspondence, reports and documents  • organize and coordinate meetings, conferences, travel arrangements  • take, type and distribute minutes of meetings  • implement and maintain office systems  • maintain schedules and calendars  • arrange and confirm appointments  • organize internal and external events  • handle incoming mail and other material  • set up and maintain filing systems  • set up work procedures  • collate information  • maintain databases |
| **“Warid Telecom”** Warid Telecom International (Arabic: is an Abu Dhabi-based mobile telecommunication. | Provide direct customer services by informing them of products .Problem solving |

#### Workshops and certification

* Teaching and assessment
* Customer services
* Human trafficking
* Child abuse
* Women empowerment
* English as a second language
* Issues and Challenges in Education

#### Academic Qualification

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| --- | --- | --- |
| **Degree** | **Specialization** | **Institution/Board** |
| M.phil | English Language Teaching (ELT) | Kinnaird College LHR(continue) |
| M.A | English Language Teaching(ELT) | Kinnaird College LHR |
| B.A | Humanities | Punjab University |
| F.A | Humanities | Govt College |
| Matriculation | Science | Lucie Harrison |

#### Languages & Personal skills

* **Languages:** English, Urdu
* **Computer Skills**
* Basic Computer Knowledge
* **Ms Word, Excel, Power point** with Internet Operating

**Personal skills**

* Live theatre Performance for The Delegates of The South Asian Conference. 2000
* Raised Awareness on social issues like Violence against Women, Child Abuse, Child Labor, Environment protection and World Peace through Drama, narration, mime and dance.
* Worked with Ajoka theater for “Social Issues”
* Hosting for various programs

#### Strengths

#### Public

* Public relations and Staff management.
* Possess good interpersonal skills
* Exceptional planning and organizational skills, with an ability to manage multiple priorities changing environment.

#### Personal Information

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| **Date Of Birth** | 28th June 1987 |
| **Domicile** | Lahore (Punjab) |
| **Marital Status** | Single |

**Co-curricular activities**

* Reading Books (Auto biography, Fiction etc)
* Paining (Abstract)
* Music (singing, playing musical instruments)
* Acting (live theatre)
* Participation in seminars

**Duties and responsibility**

**Declaration**

I hereby declare that the above information is true and correct to that best of my knowledge and believe.