

Contact HR Consultant for CV No:338302

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A position in a dynamic and well reputed organization which offer good opportunities and challenging working environment, which in return would help me in building up my career knowledge and experience in my profession.

**Professional Summary**:

**03 Years worked at " OHM Electromechanical Co LLC Dubai UAE (2003 to 2006)**

**as Office Secretary/Coordinator.**

* Corresponding complete drafting, Facsimile, Email and Quotation.
* Taking care of all administrative issues.
* Report to CEO Administration.
* Responsible for incoming outgoing calls and sending all emails.
* Complaints handling regarding running projects on sites.
* Making minutes of meeting with all electrical and technical engineers.
* Follow up on tasks/Projects regarding payments

**Taught at Garrison School Lahore Cantt Pakistan( from 2011 till 2013)**

* Subject: English Compulsory and Oxford syllabus class 4th class 5th class 6th for
* Class 8th and 9th (PTB Syllabus)
* Planning: Every week about lesson.
* Diary Checking: daily basis during period and Uniform as well
* Prepare: students for competition such as Speeches and Poetry etc.
* Discuss: Different topics on Friday as BAZM -E -ADAB day.
* Solution: The problem of students.
* Attend: PTM Day regarding student’s educational reports etc.
* English Language for Bachelor classes( Evening time Academy)
* Taught English Literature for Masters Classes (Part I) during my studies.
* **Working with British Council as an “Invigilator” for O Levels and A Levels exams May/June 2016**. (Part time work still continued)
* Vigilant during Exams
* Distribute Questions Sheet and Collect as well
* Provide Water and all needed things for example Pencils, Sharpener etc.
* Prevent to cheating
* Prevent child abuse for Instance, bulling, shouting etc.
* Maintain discipline and accuracy
* 3 way ID checking etc.

**Foundation Course**

Punjab University Lahore, Pakistan.

Ms Word, Ms Excel, Ms Power Point, and Internet etc.

**Qualification**

 **Completed IELTS April 2016**

**Master in English Literature from University of Punjab Lahore, Pakistan.**

**(With Poetry, Dramas, Criticism, American Literature, Novels and Prose)**

**Graduation Journalism, Education, English Language**

**Intermediate**

***Sargodha* Board**

**Matriculation**

**Languages.**

* English
* Arabic(to some extant)
* Urdu

**Hobbies**

* Reading Books
* Watching Discovery Channel, like to learn something new and beneficial
* Keen to get higher studies from abroad.

**Personal Details**

Nationality **Pakistani**

Marital status **Married**

Religion **Islam**

**Driving license: UAE**