****

 **FAIZA**

* E-mail faiza.343137@2freemail.com
* Visa Status visit visa/ will shift to husband visa
* C/o-Contact # **+971504973598**

**OBJECTIVE**

To join a dynamic, fast paced organization that will help me to apply my professional knowledge and experience in my future practical career. I want to perform innovative & challenging tasks in a competitive environment.

**PROFILE SUMMARY**

Over 3 years experience in progressive organization in the field of accounts by applying educational, research, administration skills & experience acquired till today. With ‘Hand-on-skills of Management, Excellent communication abilities and Interpersonal skills to work in a team as a leader and an individual surely I would be beneficial for the institution working for.

**Main Activities**

* Prepare and implement strategic and operational plans
* To point out the weak areas, plan and suggest to control further
* Implement administer policies and procedures
* Build relationships with other organizations
* Respond to and manage crisis in emergency situations.
* Pointing out students problems regarding studies and solving it by counseling.

**WORK EXPERIENCE:**

**Pace College of Modern Education, Gujrat, Pakistan**

 **Position: College Accountant+ Administrator**

 **Duration: Oct-2010 to Dec 2013**

* Working as an Accountant To develop and maintain systems and financial control
* To manage all academic accounts, budgeting and forecasting
* Prepare statutory accounts for the College and other companies, in the appropriate format
* To produce monthly accounts in the approved format
* To Ensure all regulatory and other returns are prepared and submitted timely
* Ensure the correct accounting of funds collections, donations and individual funds held within the endowment
* Provide monthly reports of donations received to the Principal
* Maintain a daily cash flow schedule and produce regular cash flow reports
* With the assistance of the IT department, maintain software used in financial and payroll administration
* Also to provide administrative support to an academic team of lecturers, tutors or teachers
* using information systems and preparing reports and statistics for internal and external use
* To maintain all students records and deal all the visitor for information
* To check and balance of college financial account
* To manage all the teacher records

**Muslim Commercial Bank (Main Branch JPJ), Pakistan**

 **Position: Trainee**

 **Duration: 03 Months**

**Iqra Model School, Gujrat, Pakistan**

 **Position: Teacher**

 **Duration: 05 Months**

**The Risers School, Gujrat, Pakistan**

 **Position: Teacher**

 **Duration: 03 Months**

* Overseeing the development & implementation of objectives and long-range plans for curriculum and instructional evaluation and improvement.
* Ensuring the success of all students by facilitating the development, communication, implementation and evaluation of various new educational concepts.
* Assisting & counselling students in grasping contents.
* Identifying, selecting and modifying instructional resources to meet the needs of the students.
* Carrying out regular assessment of pupil performance, assessing and reporting on subject strengths and areas for development at different stages.
* Special attention on weak students by providing extra time and activities.
* Fostering a healthy learning atmosphere in class by recognizing & nurturing the creative potential of each student.

**TECHNICAL/COMPUTER SKILLS**

* Budgeting,
* Financial Modeling, Performance Analysis,
* Data Analysis
* Report Writing
* Ms Word working and applications
* Ms Excel
* Out Look
* Internet Browsing
* Good typing skills
* Power point

**VARIOUS WORKSHOPS**

Attended various workshops as well as seminars based on

* Leadership skills
* Child labor
* Parents and students/ teachers and students Relationship
* Team Working
* Self-motivation skills
* Presentation skill
* Counseling skills with students
* Time managements

**ACADEMIC QUALIFICATION**

**Master of Business Administration**

Year (2010), University of Gujrat, Pakistan

Area of specialization: Finance

**B.Ed (Bachelor of Education)**

Year (2012), University of Sargodha, Pakistan

**B.Com(Bachelor of Commerce)**

Year (2008), University of Gujrat, Pakistan

**Intermediate (I.CS)**

Year (2006), Board of Intermediate and Secondary Education, Gujranwala

**Matriculation (Science)**

Year (2004), Board of Intermediate and Secondary Education, Gujranwala

Pakistan

**Ielts 5.5**

**PERSONAL IFORMATIONS**

* Date of Birth 02 Sep, 1988
* Religion Islam
* Nationality Pakistani
* Marital status Married

**Require job:**

Admin or teaching