# C:\Users\khadam.ahmed\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Naima pic.pngNAIMA

# Summary

A self-driven, post-graduate possessing certifications in Business Administration with advance IT and computer skills having more than 5 years of progressive experience, diversified in various fields having expertise in Administration and Accounts successfully completing tasks, building excellent relationship with co-workers, proving adaptability and flexibility in both internal and external factors.

# Skills

* Group leading skills
* Microsoft Word, Excel, PowerPoint, Outlook
* MIS Reporting
* Financial Analysis
* IBM Lotus Notes, CRM
* Sound Interpersonal Skills
* Typing Speed 85 WPM
* Conflict Resolution, Time Management, Budget Forecasting, Leadership, Public Dealing
* Organizational skills, with an ability to work both independently and collaboratively.

# Experience

## YEN ACADEMY | Aug. 2017-Apr. 2019 CAMPUS HEAD/SCHOOL COORDINATOR

* The job reported to the Head of Academics.
* Worked closely with the higher management on a daily basis to ensure the smooth overall operation of the school.
* Supported committees of staff and parent that function to improve the learning and social environment of the school for the students.
* Prepared Time Table to allocate proper units to the teacher.
* Conducted yearly teacher evaluations, providing guidance to staff and students and encouraging a positive climate in the school.
* Enforced guidelines to maintain proper discipline and conduct.
* Maintained an effective and safe school environment.
* Selection and mentoring of staff.
* Curriculum development to meet the needs of all students.
* Communicated relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.

## FALCONHOUSE GRAMMAR SCHOOL | Apr. 2016-Jul. 2017 SCHOOL COORDINATOR

* The job reported to the Principal.
* Worked closely with the principal on a daily basis to ensure smooth overall operation of the school.
* Supported committees of staff and parent that function to improve the learning and social environment of school for the students.
* Preparation of Time Table to allocate proper units to the teacher.
* Assisted in yearly teacher evaluations, assisted in providing guidance to staff and students and encouraged a positive climate in school.
* Enforced guidelines to maintain proper discipline and conduct.
* Maintained an effective and safe school environment.
* Assisted in the selection and mentoring of staff.
* Assisted in curriculum development to meet the needs of all students.
* Communicated relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.

## MEEZAN BANK | Sep. 2014-Dec. 2015

ADC OFFICER (Call Centre)

* The job reported to the Team Leader, ADC.
* Designed and implemented ADC Products MIS reports on monthly, quarterly and yearly basis.
* Answered inbound calls and provided product information.
* Made outbound calls in order to solve customers’ complaints and queries on priority basis.
* Generated Leads for the consumer products.
* Internal Bank Fund Transfer via CRM.
* Sold Products to the customers over the phone.
* Monitoring ATMs all over Pakistan to ensure smooth transactions.
* Coordination with the vendors, 1Link providers as and when required.

## MUHAMMAD AMEEN MUHAMMAD MOQEEM | Jan. 2013-Oct. 2013 ACCOUNTS ASSISTANT

* The job reported to Manager Accounts.
* Prepared, compiled and sorted documents for data entry.
* E-filing of Sales Tax Returns on monthly basis.
* Maintained Ledgers and reconciled bank statement.
* Preparation of vouchers and bills for the services rendered.
* Handling Petty Cash.
* Coordination with the bank for pay-orders.
* Verifying data for accuracy.
* Coordination with the shipping lines for the payments and updates regarding consignments.

## FALCONHOUSE GRAMMAR SCHOOL | May 2011-Mar. 2012 SCHOOL COORDINATOR

* The job reported to Senior Coordinator.
* Conduction of interviews on the basis of a campus.
* Preparation of Time Table to allocate proper units to the teacher.
* Preparation of SOPs to be implemented in the Campus in order to make the internal controls stronger
* Setting Objectives for the sub-ordinates.
* To make arrangements for the occasions/events those were to be held in the campus.
* To maintain the inventory/stationery stock provided by the Head Office.
* To conduct meetings with the sub-ordinates in order to discuss the students’ performances.
* To conduct class demonstrations with a view to evaluate the performance of sub-ordinates.

# Education

## University of Karachi – 2017

Masters of Business Administration (Finance)

## University of Karachi – 2010

Bachelors of Commerce

Personal Contact : [naima-397335@2freemail.com](mailto:naima-397335@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686