**Gulfjobseeker.com CV No:** **558456**

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To get contact details of this candidates

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**Gender**: Female

**Date of Birth**: 06/08/1989

**Nationality:** Pakistani

**Objective**

* With over 2 Years of teaching and 2 years of receptionist cum office administrator experience, my objective is to work with large and reputed organization having sound foundation and co-operative working environment where challenging opportunities exist with good compensation, benefits and future prospects.
* As I have got diversified experience of two industries i.e. teaching and receptionist cum office administrator, I am seeking a job related to any one of the above mentioned industries because I possess strong relationship management, negotiating and organizational skills and ability to work under immense pressure.

**WORK EXPERIENCE**

1. **Lahore Literati School– Lahore – Pakistan**

**Montessori Teacher March 2011-April 2013**

Job Profile

* Preparing activity based syllabus for students.
* Organizing extra-curricular activities including sports day, art and science exhibitions, fun-fair etc.
* Providing counselling to both students and parents.
* Keeping strict check and balance on the progress of the student.
* Arranging field trips, picnics, annual functions and other events to ensure healthy grooming of the students.
* Arranging workshops for the students and parents.
* Facilitating coordination between students and parents as well as between teachers and administrator.

1. **Izhar Group of Companies– Lahore – Pakistan**

**Receptionist cum office administrator January 2009 -February 2011**

Job Profile

* Answering and forwarding of phone calls, taking messages, communicating and tracking.
* Record and update mobile phone usage.
* Greeting all staff and visitors to the office (the face of the company).
* Receiving guests and providing assistance to them e.g. preparing refreshments to visitors/clients.
* Make restaurant bookings for management.
* Arranging and tracking international and local courier services.
* Handling mail distribution by collecting and distributing mails.
* Organize staff or management business trips with cost- effective travel

arrangements (flights, rental cars and hotels, etc.).

* Booking taxis.
* Helping the office operations team with general administration when required.

**PROFESSIONAL AND EDUCATIONAL QUALIFICATION**

**Professional Montessori Diploma (Teaching Diploma):** London Montessori International Academy, Lahore, Pakistan (2012-2013)

**Bachelor’s in Arts (Graduation)**: University of Punjab, Lahore, Pakistan (2007-2009).

**Intermediate:** Islamia College, Lahore, Pakistan (2005-2007).

**Matriculation:** Lahore Board, Lahore, Pakistan (2003-2005).

**COMPUTER SKILLS**

Advanced MS Office including MS Word, MS Excel and MS PowerPoint.

**Language Skills**

**English**: Read, Write and Speak.

**Urdu**: Read, Write and Speak.

**Hindi**: Speak.

**Punjabi**: Read, Write and Speak.