



HANNAN AHMAD

CONTACT

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EDUCATION

B.SC DEGREE IN HUMANITIES

Mathematics, Statistics, Economics
University of Punjab
2003 - 2005

A.C.C.A - ASSOCIATE CHARTERED CERTIFIED ACCOUNTANT, UK

Part 1
2007

SKILLS

- Student Enrollment
- Attendance Management
- Academic Scheduling
- Communication
- Examination Coordination
- Financial Management
- Staff Management
- Facility Management
- Policy Compliance
- Event Planning
- Student Support
- Documentation

AWARDS

- **2nd Best Manager, Roots International Schools (2015):** Ranked 2nd out of 31 managers.
- **3rd Best Manager, Roots International Schools (2014):** Ranked 3rd out of 27 managers.
- **Best Employee, Roots College International Sialkot (2014):** Recognized as the Best Employee.

SUMMARY

Results-driven professional with extensive experience in educational management and financial oversight. As Regional Manager at Roots International Schools, demonstrated leadership and strategic vision, enhancing campus operations and development. Holds an ACCA qualification and a B.Sc in Humanities, complemented by awards for exceptional managerial performance. Proven expertise in admissions, financial management, and student support, with a strong track record of success.

EXPERIENCE

REGIONAL MANAGER (A-LEVEL CAMPUS & JUNIOR BRANCH) ROOTS INTERNATIONAL SCHOOLS, Sialkot Campus 2016 - 2024

- **Financial Management:** Oversaw budgeting, financial planning, cash handling, and expenditure control to ensure fiscal responsibility and efficiency.
- **Staff Management:** Directed recruitment, training, and performance management of staff, fostering professional development and team cohesion.
- **Resource Management:** Managed school resources, including facilities, inventory, and equipment, ensuring optimal use and maintenance.
- **Event Planning:** Coordinated and executed school events, including academic and extracurricular activities, to enhance community engagement and student experience.
- **Customer Dealing:** Handled interactions with parents and stakeholders, addressing inquiries and concerns to maintain a positive and supportive environment.

ADMISSION ADVISOR & MANAGER COORDINATOR SKANS School of Accountancy, Sialkot 2008 - 2015

- **Admissions Management:** Successfully managed the entire admissions process, from initial inquiries to final enrollments, ensuring a smooth and efficient experience for prospective students.
- **Administrative Coordination:** Acted as a liaison between the administration and various departments, coordinating meetings, schedules, and communications to ensure operational efficiency.
- **Financial Oversight:** Managed accounts, including budgeting, invoicing, cash handling, and financial reporting, ensuring accuracy and adherence to financial policies.
- **Student Support:** Provided comprehensive support to students, addressing their academic and administrative concerns and facilitating a positive educational environment.
- **Reporting:** Prepared and submitted regular reports to the head office, ensuring transparency and effective communication on financial and administrative matters.