

Madiha Fatima

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(NB: ALL my qualification documents have been attested from Lahore Board, HEC, Ministry of Foreign Affairs (MOFA) and UAE Embassy).

PERSONAL INFORMATION

Date of Birth: 01-05-1989
Passport No: HE8450771
Nationality: Pakistani
Marital Status: Married
Visa Status: Spouse
Address: Sharjah

ABOUT ME

I am inspirational and dedicated Lecturer/teaching assistant as well as Admin with an excellent track record of supporting and encouraging Young People to achieve their true potential throughout the academic years. I have also been involved in group projects and presentations from which I have gained valuable, transferable skills such as prioritizing workload, time management and communication. Thus, I am seeking a challenging position in a well-established School/organization to grow professionally and to earn good reputation for the organization I will work for.

COMPUTER SKILL

- Microsoft Office. (Word, Excel, PowerPoint)
- Outlook
- Internet browsing.
- Good typing speed.
- Sending and receiving mails.
- Social Media Handling

OTHER SKILLS

- Excellent Communication Skills with fluency in spoken English.
- Expert in using new teaching methodology to explain difficult topics.
- Flexible dynamic personality.

EXPERIENCE

• **Admin Officer**

Al Faizoon electromechanic contracting company (Sharjah)
August 2021- Still continued.

Job Responsibilities:

- ✓ Book meetings and schedule events
- ✓ Order office stationery and supplies
- ✓ Maintain internal databases
- ✓ Making report in Excel sheet and reporting higher management on daily basis.
- ✓ Submit expense reports
- ✓ Keep employee records
- ✓ Maintain a filing system for data on customers and external partners
- ✓ Distribute incoming and outgoing mail
- ✓ Prepare regular reports and presentations
- ✓ Organize, store and print company documents as needed
- ✓ Communicate with customer.
- ✓ Make travel arrangements
- ✓ Handle queries from managers and employees
- ✓ Update office policies and ensure compliance with them

• **Assistant Teacher**

2019 – 2020

Job Responsibilities:

- ✓ Establishing and enforcing rules of behavior for students in the classroom
- ✓ Order office stationery and supplies
- ✓ Preparing lessons, units and projects to complete learning objectives
- ✓ Adapting teaching methods and materials to meet the interests and learning styles of students
- ✓ Working with students one-on-one when they need extra help or attention
- ✓ Tracking and evaluating student academic progress
- ✓ Leading parent-teacher meetings
- ✓ Communicating regularly with parents
- ✓ Creating a safe, respectful and inclusive classroom environment
- ✓ Maintaining positive relationships with students, parents, coworkers and supervisors
- ✓ Helping students improve study methods and habits
- ✓ Administering tests to evaluate students' progress

- Excellent orientation and work ethics.
- Exceptional listener and communicator to convey written as well as verbal information effectively and efficiently. Possess great Report writing skills.
- Good Literacy and Numeracy Skills

STRENGTHENS

- Punctual and reliable and quick in adapting to new work environments.
- Hard working and able to work under pressure
- Dedicated, capability of dealing with others in a professional manner.
- Reliable and quick in coping up with the official environment.
- Excellent conflict resolution Skills.
- Have an ability to work independently to meet targets and able to lead and manage small groups of people and teams.
- Have the ability to handle confidential information too.

LANGUAGES

- English
- Urdu
- Punjabi

HOBBIES

- Internet Browsing
- Reading Books
- Learning languages
- Listening Music
- Writing

EDUCATION

- **M.BA(IT)/MS(IT)** **2010-2014**
Virtual University of Pakistan
- **BSC (Computer Science)** **May 2010**
Govt. Islamia College, For Women, Cooper Road, Lahore.
- **ICS** **Aug 2007**
Govt. Islamia College, For Women, Cooper Road, Lahore.
- **Matriculation** **Aug 2005**
Govt. Forman Girls High School, Lahore.

JOB-RELATEDSKILLS

- Leading and supervising the staff and trainees.
- Develop and maintain effective educational programs to promote the improvement of teaching.
- Guiding colleagues and professionals educational staff and keep track of student's performances.
- Ensure that school facilities remain safe and for students and faculty.
- Plan regular checks and maintenance of school ground and equipment.
- Meeting with parents and students to discuss how students could improve their study.