



Shazia Sharif

Mobile # 0551014775

Email: shazia123sharif@gmail.com

• **OBJECTIVE**

I would like to obtain a position as a school teacher that will utilize my strong dedication to children's development and to their educational needs. I believe I could make a valuable contribution because teaching is not just a job for me but it's my passion.

• **CARRER SUMMARY**

I got six year experience in a different organization. I have started my career from Pakistan. I joined Hamza Public school as a teacher served there about four year. While in UAE I worked in V-tech lubricant factory as an office coordinator and now I am working in Al Tasawar Company LLC as an operation manager.

• **PERSONAL INFORMATION**

Postal Address	Al Jerf industrial area 3 Ajman Al Tasawar LLC office
Father's Name	Muhammad Sharif
Passport Number	AV5125283
Nationality	Pakistani
Date of Birth	5 th March 1983
Driving License	UAE Light vehicle driving license

• **EDUCATIONAL QUALIFICATION**

2009- 2011 Master of English (M.A English)
From Qurtuba university of Science & information technology

2009 - 2011 Bachelor of Arts (B.A) Include additional paper, English elective
From Peshawar University Pakistan Peshawar

2006 - 2009 Bachelor of science (BSC)
From Peshawar university Pakistan Peshawar

2004 - 2006 Intermediate (FSC)
From Peshawar board of intermediate and secondary education

2002 - 2004 Secondary School Certificate
From Peshawar board of intermediate and secondary education

• **Extra-curricular**

2009- 2011 Bachelor of Education (B.ED)
From Peshawar university Pakistan Peshawar

2007 – 2009 Certificate of Teaching (C T)

From Allama Iqbal open university Islamabad

● Experience Profile

✓ Experience at Al Tasawar LLC Ajman UAE

□ Worked as an operation manager.(From June 2016 till yet)

- Supervise and organise daily operational activity and ensure on time delivery as per customer demand
- Manage and increase the effectiveness and efficiency of Support Services (Sale, TQM and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Managing Director.
- Development of individual program budgets
- Invoicing to funding sources, including calculation of completed units of service.
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of checks for agency expenses.
- Organization of fiscal documents.
- Regular meetings with Executive Director around fiscal planning.
- Supervise and coach office manager on a weekly basis

✓ Experience at V-tech lubricant factory Ajman UAE

□ Worked as an office coordinator. (From July2015 to Oct 2016)

- Perform all administrative task in an accurate and timely manner e.g. Monthly report, visa application Immigration activity,
- Coordination of administration material such as mail, telephone call and all other equipment which required for a daily basis activities.
- Staff appraisal, luggage claim statement and general correspondence.
- Develop and implement strategy to ensure that all procedure and standard.
- Ability to work and deal with people sufficient to work cooperatively
- Interact positively with customers, co-workers, as well as responding appropriately to changing conditions or unique customer or co-worker situation.
- Manage all ordered received by a Customer and organize timely servicing of all Ordering
- Control expenditure and office staff includes drivers.
- Provide regular update to the chairman on business development, competitive activity

✓ Experience at Hamza public school Hangu.

□ Worked as a teacher. (From Dec 2011 to June 2015)

- planning, preparing and delivering lessons
- preparing teaching materials
- helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- checking and assessing pupils' work
- organising and running specialist courses

- attending social events

• Trainings and courses

- Teaching strategies and evaluation
- Dimensions in education
- Educational psychology
- School organization
- Practical workshop & teaching practice
- Science and its teaching
- English and its teaching
- Islamic studies and its teaching
- Urdu and its teaching

• SOFTWARE SKILLS

- Ms Word
- Ms Excel
- Power point
- Internet explorer
- Peachtree

• FINAL YEAR PROJECT

Career assessment and evaluation of the pass out graduates from Qurtuba University

• Honour and Awards

- Best Presentation award in 2006.
- First position in speech competition 2007.
- Best class room management award in 2010
- Held two cultural event in 2013

❖ Reference available upon request.