

Sundar Marvi

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E-mail khurrammarvi@gmail.com
Marital Status Married
Languages English, Hindi and Urdu
Address Villa R-28 Street 2 Emirates Hills Dubai



Forward and positive thinking attitude with an eye to attention. Hard working individual who always strives to perform beyond her abilities with a thirst for new knowledge. Punctual and creative with a “think out of the box” attitude towards every step in business life.

ACADEMIC STATUS

<u>Degree's</u>	<u>Institutions</u>	<u>Year</u>
• Masters in English Literature	Lahore University	2015
• Bachelors of Art	University of Punjab	2013
• High School	Faran Model College	2011
• Matric	Al Ghazali Public School	2009

WORK EXPERIENCE

Company	Qadir Oil Industries
Position	Team Administrator
Duration	June 2016 – October 2019

Major Responsibilities:

- Day to Day support to the team. Acting as first point of contact.
- Credit Card Management
- Monthly invoices for team
- Booking meeting rooms and organizing meeting refreshments
- Organizing maintenance for IT and office in general
- Diary Management for team when required
- Travel/Accommodation booking for team
- Business cards for team
- Arrangements for Events
- Copying and filling documents
- Courier services related work

Company	Country Camp School
Position	Teacher
Duration	March 2014 – January 2016

Major Responsibilities:

- Planning, preparing and delivering lessons to all students in the class
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students
- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in
- Assigning work, correcting and marking work carried out by his/her students
- Assessing, recording and reporting on the development, progress, attainment and behavior of one's students

- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students
- Participating in arrangements within an agreed national framework for the appraisal of students' performance
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice
- Advising and co-operating with the Head of School, Assistant Head, Heads of Department, Education Officers, and other teachers in the preparation and development of courses of study, teaching materials, teaching programs, methods of teaching and assessment and pastoral care arrangements
- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school
- Participating in school assemblies

SKILLS & QUALITIES:

- Planning, Organizing, Leading & Controlling skills
- Excellent communication skills
- Excellent in Microsoft Office

REFERENCES:

Will be provided on demand