Zain Usmani

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*A highly* *resourceful and self-motivated person seeking a dynamic career trajectory with a reputable international management consultancy.*

*Valid UAE Driving License and Valid Spouse Visa*

**Work Experience**

**Toll Link Pakistan April 2016–July 2017**

**Senior Administration Officer (Islamabad)**

* Manage daily Organizational Tasks and provide administration support.
* Organize daily ledgers, Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information.
* Organizing Mega Events and Dinners.
* Managing office Logistic expenses.
* Taking daily reports from the sites and presenting to higher management.

**Edopia International School April 2015–Jan 2016**

**Teacher / Creative Planner (Islamabad)**

* Attended trainings, workshops and has developed a deep insight and knowledge of children’s education.
* Designed and implemented activities for the spring session for children aged 3-7. Created innovative work flows to develop their creative thinking process.
* Planned programs that helped foster out of the box and/or analytical thinking through learning by experience.
* Helped students develop an appreciation of Arts through Science and the existing correlation between the two spaces.
* Event planning, costume design and coordinating performances for the final day where all the parents were invited.

**Alliance Français March 2013-March 2015**

**Teacher’s Assistant / Tutor (Islamabad)**

* Taught students to improve both their written and spoken French skills.
* Routinely tested and examined students on their progress and development.
* Mentored students to develop an overall appreciation and passion for the French language.

Conducted various research projects to create a deeper understanding and reference of the French culture as a whole.

**Hashwani Foundation July 2010-March 2013**

 **(Islamabad)**

* Designed and created pamphlets for this large Multi-National Company with regards to their organic farming and honey products.
* Helped in the branding, marketing and strategizing for the effective sales of their premium organic products.
* Was a key event planner for the product launch of their organic farming range which turned out to be a great success.

**Freelance Interior Designing**

* As an avid and natural interior designer I have worked on numerous commercial projects.
* Planned the entire interiors for **Exploreville School KRL Campus**, from inception, design, dealing with vendors, quality control and execution of the entire project.

**Education**

**National University of Modern Languages Islamabad (NUML)**.

Certificate French

**French Cultural Centre – Alliance Français Islamabad.**

3 Levels (Completed 132 Hours)

**Hunerkada Islamabad.**

Diploma in Painting

Special training in Oil Painting

**Roots International School Islamabad.**

A – Levels:

***Subjects***: Economics, Business Studies, Urdu

**The City School Rawalpindi.**

O-levels:

***Subjects:*** English Language, Math, Economics, Accounts, Urdu, Computers, Islamiat.

**Interests and Skills**

* Languages: Fluent in English, French and Urdu
* IT skills: Proficient with Microsoft Office Tools (Word, Excel, Power Point).
* Interests: Charity work for orphans and underprivileged children, Reading, Painting and

 Horse riding.