

Tayyaba Hameed
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Objective:

Seeking position in an organization that offers a greater Challenge and where I can contribute in the development and growth of the institution and can pass on in best knowledge I have acquired

Personal Information:

Father's Name : Abdul Hameed
Date of Birth : June 13, 1997
CNIC : 37405-0590101-0
Marital Status : Single
Religion : Islam

Education:

Bachelors of Science in Computer Science (2017-2021)

- University of Central Punjab Lahore (Rawalpindi Campus)
- CGPA:3.63/4

F.S.C (pre-Engineering) (2014-2016)

- F.B.I.S.E
- 1st Division
- Punjab College Ayub Park Campus, Rawalpindi

Matriculation (2012-2014)

- F.B.I.S.E
- 1st Division
- Silver Oaks High Schools and College Rawalpindi

Experience:

- **1 year teaching experience at Dar-e-Arqam schools Gulistan Colony Campus Rawalpindi from (2016-2017)**
- **1 Year teaching experience at Silver Oaks Schools and College (Darwin Campus) for 1 year.**
- **Head Office Administration Manager, Silver Oaks Schools and College (Head Office), Rawalpindi, Feb,2023-Present**
 - Monitoring department workload, coordinating activities to minimize resource concerns.
 - Planning, coordinating and optimizing administrative procedures.

- Maintained strong working relationships with group and partner companies.
- Facilitating smooth information transfers between internal teams and third party advisors.
- Prepared, filed and posted critical and financial documents to support budget governance.
- Analyzed administrative operations to identify and mitigate potential risk.
- Researched and unearthed new opportunities to improve operational efficiency.
- Oversaw compliance to high standards and accuracy, reviewing completed work and reconciling discrepancies.
- Controlled, monitored and documented administrative processes and procedures.
- Designed strategic schedules and workloads to promote productivity.
- Set office policies and procedures to keep team members coordinated.

Skills and Competencies:

- MS Office Suite
- Document Management Data entry
- Project scheduling
- Materials management
- Mail handling
- Data Analysis
- Sorting and labeling
- Business administration
- Filing and Data archiving

Programming Languages:

- C/C++
- HTML/CSS
- Assembly Language
- Java &XML

Relatable Software's:

- Cisco Packet tracer
- Android Studio
- VS code
- Visual Paradigm
- MS Access
- Atmel studio
- Dev C++
- Linux Operating System (Ubuntu)

Semester projects:

- Automatic door bell
- Cooking website
- Blood bank management system
- RFID based attendance system

Final year project:

- **Online Domestic Helper (Android application)**

Extras:

- One day Seminar on Cyber Security