



Azhar Mahmood Abbasi

✉ azharabbasi06@gmail.com ☎ +923169305437 --+923458967875

📍 Roots IVY international School, Adjacent Toyota Motors, Main GT Road, Rawalpindi.

📅 10-10-1988 ♂ Married 🏠 GD1012851 🇵🇰 Pakistani

PROFILE

To actively pursue the acquisition of practical hands-on experience and professional skills within an organization, thriving in a challenging, learning-centric environment that fosters continuous development.

PROFESSIONAL EXPERIENCE

06/2016 – present
Rawalpindi, Pakistan

Roots IVY International School, River View Campus **O Levels / Fee Manager**

Overseeing the ERP Database for O-Level

Managing and maintaining the O-Level ERP database.

Generating Reports to Meet Management Requirements

Producing timely reports tailored to meet specific management needs.

Addressing Parent Inquiries on Academics and Fees

Handling daily inquiries from parents regarding academic matters and fees.

Administering Pupil Attendance

Managing pupil attendance records.

Coordinating Administrative Procedures

Streamlining and coordinating various administrative processes.

Facilitating Communication between Academic Coordinators, Teachers, and Parents

Serving as a liaison between academic coordinators, teachers, and parents to ensure effective communication.

Managing Fee-Related Matters

Handling regular fee-related matters.

Assisting Coordinators in Timetable Management, Record Keeping, and Examination Registration

Providing support to coordinators in tasks such as timetable management, record keeping, managing the complete process of Cambridge and Edexcel Examination Registration for IGCSE/O Levels.

Managing Email and Postal Correspondence

Effectively managing email and postal communications.

Maintaining Accurate Paper and Electronic Records

Ensuring that both paper and electronic records are kept up to date.

Reporting Daily Building Maintenance Needs to the Campus Manager

Promptly notifying the Campus Manager of daily building maintenance requirement.

SAT Room Monitor

Monitoring SAT Tests since 2018 to ensure a secure and organized testing environment, while adhering to College Board guidelines and regulations.

2013 – 2016
Rawalpindi, Pakistan

Bahria Town, Maintenance Office, Phase 8

AMS Officer (Attendance Management System)

2010 – 2011
Rawalpindi, Pakistan

OASIS (Occupational Health and Safety Integrated Services)

Assistant Trainings Coordinator

Rawalpindi, Pakistan

Dogar Trader Security & Surveillance System

CCTV Technician

2008 – 2010
Rawalpindi, Pakistan

Oracle Computer Hardware Institute

Lab Assistant and Data Entry Operator

CERTIFICATES

2023-2024
Rawalpindi, Pakistan

Certificate of Attendance on Workshop on School Leadership – Oxford University Press.

EDUCATION

08/2018 – 12/2022
Islamabad, Pakistan

BS (Computer Science)
AIOU

2007 – 2010
Lahore, Pakistan

PBTE
DAE (CIT)

2003 – 2004
Azad Kashmir,
Pakistan

Matriculation
Mirpur Board of Education

Rawalpindi, Pakistan

Diploma in Web Designing
Khyber Institute of Professional Skills

Rawalpindi, Pakistan

Diploma in (MCSE) Microsoft Certification System Engineering
Khyber Institute of Professional Skills

Rawalpindi, Pakistan

Diploma in English Language
Nicon College of Computer Sciences

Ghari Dupatta, Azad
Kashmir, Pakistan

Computer Basic Diploma of 6 months
Shamah Institute of Computer Technology

PAK Type shorthand
Computer College

Shorthand Diploma of 6 months
PAK Type shorthand Computer College

SKILLS

- ♦ Computer Hardware & Software
- ♦ MS Office
- ♦ Adobe Photoshop
- ♦ Corel Draw
- ♦ Micro Media Flash
- ♦ Micro Media Dream Viewer
- ♦ HTML, Visual Basic
- ♦ C++
- ♦ XML, Andriod Studio

LANGUAGES

English



Urdu



Punjabi



STRENGTHS

- ♦ Have strong Interpersonal & Communication Skills.
- ♦ Have an excellent command over Written & Spoken English.
- ♦ Ability to work under pressure.
- ♦ Punctuality and Time Management.
- ♦ Energetic, Confident, Motivated, Determined & Enthusiastic in work.
- ♦ Soft Spoken.