

Marifa Nasir

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Date of birth: 07-05-1999

EDUCATION

National University of Modern Languages – Masters of Business Administration in Finance 2025- Present (weekend classes)

National University of Modern Languages – Bachelor of Business Administration 2018 - 2022
CGPA: 3.24
Courses: Human Resource Management, Business Finance, Economics, marketing, financial accounting, Business statistics

Punjab Group of Colleges - Pre-Engineering 2015- 2017

PROFESSIONAL EXPERIENCE

Administrator -, Headstart Private limited. July 2024- present

- Overseeing daily operations, including schedules, budgets, and resources.
- Enforce discipline policies and handle behavioral issues as they arise.
- Foster positive relationships with parents, guardians, and the broader community.
- Support professional growth opportunities for teachers and staff.
- Ensure a safe and secure environment for students and staff.
- Manage the school budget and financial resources effectively.
- Event management and planning

Executive Financial Advisor- Adamjee Life. June 2024 – July 2024

- Client Consultation and Financial Planning
- Insurance Product Knowledge and Market Research and Analysis
- Client Relationship Management and Team Collaboration June

- Fellowship- Teach For Pakistan June2022- june2024
- Instructing over 180 young girls in a government school located in a remote neighborhood of Islamabad
- Implementing educational strategies and techniques to engage and empower students in their learning journey
- Fostering a supportive and inclusive classroom environment conducive to academic and personal growth.
- Analyze data related to student performance and other educational metrics to inform instructional practices and contribute to program evaluation.
- Collaborate with fellow teachers, school staff, and TFP staff to create a supportive environment for students and contribute to the overall improvement of the school community.
- Engage in advocacy efforts to raise awareness about educational inequities and work towards systemic changes that improve educational opportunities for all children.
- Engage with parents, guardians, and community members to build partnerships and support for students' education both inside and outside the classroom.
- Responsible for planning engaging and effective lessons that cater to the needs of their students, considering diverse learning styles and backgrounds.
- I uphold the values and mission of Teach For Pakistan, which typically include striving for educational equity and excellence.

Selector Recruitment Team – Teach For Pakistan Jan2024 - feb 2024

- Rreview applications, conduct initial screenings, and assess candidates' qualifications, skills, and alignment with Teach For Pakistan's values and mission. This process involves reviewing resumes, conducting interviews, and evaluating candidates' potential to contribute effectively as fellows.
- Collaborated with the recruitment team to review 75 applications in the initial round of selection
- Assessed 18 candidates virtually during the Assessment Center, serving as a selector in the second round of the selection process
- Contributed to the comprehensive evaluation process aimed at identifying top talent for Teach for Pakistan's fellowship

Account Associate – Trade Expeditor Pakistan March2024- April 2024

- Internship as Account Associate, in which I was responsible to do invoice posting of account receivable and account payable, Batch posting, bank reconciliation, and adjustments of accounts.
- Building and nurturing relationships with clients and key stakeholders to foster long-term partnerships and enhance client retention.

Internship _ PRINCE MULTIPURPOSE CO-OPERATIVE: SOCIETY LT, Gilgit June 2023- July 2023

- As an intern, my responsibility was dealing with data entry and coordination between customers and supervisors.

Social work

- Ambassador of team National University of Modern Languages Qalam Movement.
- Team Leads for the portfolio of First Aid at Community Emergency Response Team (CERT) Rawalpindi.
- .Fund raising for slum side kids in university.
- 4.Girls guiding

- Dupty head girl AKHSS Gakuch
- LEADERSHIP

Teach For Pakistan – FellowJune 2022 – june 2024

As a fellow I lead classrooms in underserved communities, taking responsibility for the academic growth and personal development of their students.

- Serve as role models and mentors for students, demonstrating leadership qualities through their actions and dedication to education.
- I was able to build relationship with stakeholders and able to find out the problems and solutions as well.
- Adaptability , collaborative effort, critical thinking, problems solving, planning and execution were common competencies on which I worked.

Community Emergency Response Team- First Aid Team LeadJan 2017- June 2019

- As a First Aid Team Lead I was involve in overseeing and coordinating all aspects of first aid provision within a events, festivals, community gathering. I was leading team of 7 people and my key responsibilities were supervision, delegation, motivation, response planning, decision making, trainings, inventory control, incident report, data analysis, internal and external communication, risk assessment, reflections and feedbacks to team members.

AKHSS Gakuch – Deputy Head girlsMarch 2013- April 2014

- I was assisting the Head girl, representing students, internal communication and promoting school values.

CERTIFICATE

- Fellowship with Teach For Pakistan
- Teach For All membership certificate
- University level Runner up certificate for badminton
- CERT First Aid Lead certificate
- Internship certificate for position of Account Associate
- Takaful training by Adamjee Life

PROJECTS

Community partnership project:Jan2024- May 2024

At I.M.S.G I-14/3, we established a Literary Society to manage school and interschool literary competitions, fostering student confidence, communication skills, and independence. Through student and teacher sessions, executive training, and library management, we aim to promote fairness, skill development, and sustainability on a minimal budget, ensuring ongoing impact regardless of external support.

ASPIRE Project:

Partnered with the Ministry of Federal Education and Professional Training on the Aspire Project. Conducted assessments on educational videos to ascertain their suitability for specific grade levels in government schools. Played a key role in ensuring the quality and appropriateness of educational materials for effective use in the academic curriculum.

Project on Amazon.com named as Handy Mandy E-commerceJune 2022 – July 2022

Handy Mandy, an Amazon FBA startup based in Rawalpindi, Pakistan, focuses on selling trending DIY products like a hair threading tool and garbage holder. With a startup cost of Rs. 908,300 split among three partners, we emphasize quality, competitive pricing, and customer trust. Targeting a global audience via Amazon, our goal is to capitalize on Pakistan's booming e-commerce sector and contribute to the growing \$6.17 trillion online retail market projected by 2023. It was just an idea not implemented.

SKILLS

- **Applications:** Microsoft Office (Word, Excel, PowerPoint), Google Drive (Sheets), outlook , Google meet, zoom meeting, Sales force
- **Skills:** Project Management, Communication, Detail-Oriented, Time Management, Problem-Solving, critical thinking, data analysis, sales and marketing, planning , execution , data entry and team work
- **Interests:** Volleyball, Badminton, cricket, cooking
- **Languages :** English, Urdu, Khowar, Burushuki, and Shina

References

- FARAH ILYAS
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