

Resume

Anum Zehra	Address □	Flat 305, UK Heights, Bahria Town Phase 7, Rawalpindi
	Telephone □	0344-1124956
	E-mail □	anumpasha67@gmail.com

CAREER ACHIEVEMENT

I have over five years of experience in the fields of teaching, managing office operations, optimizing administrative processes and providing exceptional support to executives. Seeking to leverage my expertise in project coordination, communication and organizational skills to contribute to the efficiency and success of the organization.

PROFESSIONAL EXPERIENCE

The IEIS Education Group Ltd *(February 2025 to Present)*

Performing my role as an Processing Officer at The IEIS Education Group Ltd. Here I am performing the following tasks& assignments:

- University counseling to students;
- Write applications for students who want to apply to the universities abroad.
- Help students prepare for university interviews.

The Millennium Universal College, Islamabad *(January2024 to August 2024)*

Worked as an Admission Support Officer at The Millennium Universal College. During my tenure here I have performed the following tasks & assignments:

- Overall data management of students, fee invoices;
- In-house event management for students;
- Dealing and assisting walk-in customers for admission;
- Performing the end-to-end fee billing process;
- Preparation of accounts reconciliation of TMUC Islamabad ledgers with all other TMUC campuses.

Sceptre College for Advanced Studies, Karachi *(September 2022 to October 2023)*

I was associated with Sceptre College and worked there as a Librarian. My job responsibilities included:

- Maintenance of book's record into the Library management system;
- Ensuring timely availability of books after issuance to students;
- Maintaining Library discipline.

Green Island Foundation School, Karachi

(December 2019 to December 2020)

Worked at Green Island Foundation School as a home teacher to Grade 2.

My responsibilities included:

- Preparing lesson planners;
- Conducting physical and online classes;
- Preparing classroom material;
- Maintaining students' record;
- Preparing tests when required.

Army Public School, Karachi

(January 2019 to October 2019)

I joined Army Public School as a home teacher and later I was also assigned to teach the students of Grade 2. My responsibilities included:

- Conducting classes;
- Preparing classroom material;
- Maintaining students' record;
- Preparing tests when required.

Fatimiyah Boys School, Karachi

(January 2016 to September 2018)

Started my career from Fatimiyah Boys School as a student facilitator for primary classes.

My responsibilities included:

- Conducting classes;
- Preparing classroom material;
- Maintaining students' record;
- Preparing tests when required.

ACADEMICS QUALIFICATION & CERTIFICATIONS

- Associate Degree in Education (2018) from University of Karachi;
- Intermediate – Fatimiyah College;
- Matriculation – Fatimiyah Schools;
- Diploma in Fashion & Textile design from Karachi School of Textile and Fashion Design;
- Diploma in Leadership and Management from Pakistan Institute of Management (PIM), Karachi.
- Certificate in Event Management from Pakistan Institute of Management (PIM), Karachi.
- Certificate in Administration Skills from Pakistan Institute of Management (PIM), Karachi.

COMPUTER SKILLS

- Microsoft Word, Excel and PowerPoint;
- CRM, ERP and Oracle.

SOFT SKILLS
➤ Management & Leadership skills; ➤ Communication & interpersonal skills; ➤ Presentation skills.

REFERENCES
Can be furnished upon request.