



MARWA BUTT

Profile

Experienced educator and administrative professional.

Proven expertise in designing training programs, managing day-to-day operations, and fostering effective communication between teams. Looking to contribute skills in Academia as well as in program coordination, staff development, and educational leadership to drive organizational success

 0335-5495434

 marwabutt1996@gmail.com

 Plot # 96 Railway Scheme -
04 Chaman Zar Colony
Rawalpindi

Education

Mphil (Education, Leadership & Manaement

Superior University, Lahore
2020-2022

Bachelor of Business Administration

University of Education,
Lahore
2014-2018

ICS

BISE Lahore.
2012-2014

Matric

BISE Lahore.
2010-2012

Expertise

- Leadership skills
- Problem Solving Skill
- Fair Communication Skill
- Administration & Management Skill
- Record Keeping
- Class Management

Work Experience

2022 - Corporate Office, The Superior Group Assistant Manager

- HR Administrator of Sub Campuses
- Prepare Day to Day reports
- Working on ERP
- Coordination regarding academics
- Assist in making QEC Reports

2020 - Superior College Ravi Campus Lecturer (Commerce)

- Regular Classes
- Paper Making & Checking
- Student Counselling

2019 - Superior College Ravi Campus Admission Workplace In Charge

- Admission Campaign for both College & University Programs
- Meeting with Different Schools regarding Admission Campaign
- Services for Social Media
- Student Counselling

Trainings & Seminars

Active Participation in following

- 3rd Scholarship test & Career Counselling Seminar 2021
- Superior Mantra of Success 2022
- Power of Belief 2023
- CMACED 2024

Internship

MCB

- 6 weeks internship, Shahdara mor Branch

Research Publication

- Article Publish "Effectiveness of Achievement Motivation on Satisfaction & Academic Performance of University Students"

References

Pirzada Sami Ullah Sabri

Director General
The Superior Group

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