

AMMARA KIRAN RAHIM

Assistant Director

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Summary

A highly motivated and results-oriented professional with over 10 years of extensive experience in programme administration, academic research, and training development. Demonstrates exceptional ability to manage and administer nationwide programmes, coordinate logistics, and provide comprehensive financial management. Recognized for driving efficiency and productivity through innovative approaches and effective leadership.

Skills

Project Management • Leadership • good command of Microsoft Office tools (Word Excel Power Point and Outlook) • Communication Skills • Problem Solving • Interpersonal Skills • Organizational Skills • Adaptability • Mentorship

Experience

Apple Group of Schools

Islamabad, Pakistan

Assistant Director

2016 - Present

A network of excellence and prestige, thriving to establish academic.

- Strategically planned and executed training programmes, events, and logistics for teachers and school heads across Pakistan. Successfully coordinated field visits and team meetings, enhancing operational efficiency.
- Expertly handled budget management, monitored expenditure, and conducted accurate financial forecasting. Processed payments and maintained comprehensive financial records.
- Provided robust support for HR functions, including logistics for field visits, programme/team meetings, and event management. Effectively managed academic modules on the Information Management System (IMS).

Seljuk Traders

Islamabad, Pakistan

Office Assistant

2015 - 2016

Worked as importers, distributors & indentors of Industrial commodities & Other Allied Items

- Delivered comprehensive administrative support, arranging meetings, coordinating interviews, and managing official documentation.
- Ensured smooth office operations through meticulous record-keeping and asset management.

The City School

Attock Cantt, Pakistan

Primary School Teacher

2014 - 2015

The knowledge and skills-based curriculum derived from the UK national curriculum guides students from Nursery to Cambridge International Examinations (CAIE), qualifying them for the IGCSE, and O and A Level examinations.

- Educated junior classes across multiple subjects, facilitated parent interactions, and organised school events
- Developed and implemented lesson plans and educational activities in alignment with curriculum standards

Fatima Jinnah Women University Rawalpindi

Rawalpindi, Pakistan

Teacher Assistant

2013 - 2014

To aspire and innovate for a sustainable future by promoting higher education, research, collaboration and community engagement to achieve societal empowerment.

- Assisted in the preparation and management of documentation for top statutory body meetings.
- Coordinated academic schedules, delivered lectures, and provided research guidance to bachelor's students.
- Played a key role in developing research proposals that secured funding for major projects.

Education

Preston University

Islamabad, Pakistan

M.Phil in Education

2015 - 2018

Fatima Jinnah Women University Rawalpindi

Rawalpindi, Pakistan

Masters in Education

2011 - 2013

Strengths

 Creative Problem Solving Analyzing problems to find effective solutions. Thinking outside the box to address challenges.	 Strong Leadership Experienced in leading and mentoring teams, resulting in highly efficient project execution. Inspiring and guiding a team towards achieving goals.	 Strong Work Ethic Committed to delivering high-quality work and meeting deadlines. Consistently dependable and trustworthy in completing tasks.
 Customer-Oriented Mindset Understanding and addressing customer needs effectively. Finding solutions that satisfy both the customer and the company.	 Communication Skills Articulate and persuasive in presentations and discussions. Clear and concise in writing reports, emails, and documentation.	 Adaptability Able to adjust to new situations, environments, and challenges. Quickly learning new skills and embracing new technologies.

Languages

Urdu Native ●●●●● English Proficient ●●●●●