



SIDRA - LEAD TRAINER | QUALITY ASSURANCE, MONITORING & EVALUATION EXPERT

Experienced professional with a diverse background in learning & development, curriculum planning, training, HR, quality assurance, monitoring & evaluation and academic leadership. Proven track record of driving educational excellence, fostering professional growth, and implementing effective strategies to enhance student learning outcomes. Strong expertise in designing and delivering training programs, conducting operational audits, and aligning curriculum with core competencies. Skilled in team leadership, stakeholder collaboration, and ensuring compliance with academic standards. A dedicated and innovative individual committed to promoting high-quality education and continuous improvement in educational institutions.

I strongly believe on effective team that have strong commitment, dedication, patience, techno-driven and smart work. So, I make use of critical thinking with problem solving approach at work and had a habit of building goal-oriented team with readiness to accept challenges while maintaining sound communication & coordination among the team members.

Looking forward for a responsible role in an esteem organization where I can have a greater exposure that will enhance my skills, abilities, experience and achieve professional growth by working in a diversified and challenging work environment.



+92-333-2868673



sidra.arif85@gmail.com



House # 1212/6, Street # 14, Afshan Colony, Near Byco Petrol Pump, Range Road, Rawalpindi

PROFESSIONAL SKILLS & EXPERTISE

- | | | |
|--|---|-----------------------------------|
| ✓ Leadership & Team Management | ✓ Curriculum Development & Planning | ✓ Monitoring & Evaluation |
| ✓ Drafting of SOP | ✓ Educational Research & Analysis | ✓ CPD Management |
| ✓ Quality Assurance & Audit | ✓ Subject Matter Expertise | ✓ Risk Management |
| ✓ HR Management & Development | ✓ Classroom Instruction & Teaching | ✓ KPI's Audit |
| ✓ Training Content Development, Execution & Evaluation | ✓ Academic Coordination & Examination Control | ✓ Resource Management & Budgeting |
| ✓ Learning & Development | ✓ Performance Evaluation | ✓ Validated / Certified Trainer |
| ✓ Core Competence Auditor | ✓ Problem Solving & Decision Making | |

Soft Skills:

- | | | |
|---------------------------------|------------------|------------------|
| ✓ Broomstick ERP Implementation | ✓ MS Word | ✓ MS Teams |
| ✓ Smartify ERP Implementation | ✓ MS Power Point | ✓ Zoom Workplace |
| ✓ Behavior Management | ✓ MS Excel | ✓ Outlook |
| ✓ Communication | ✓ MS Publisher | ✓ Hubstaff |

EMPLOYMENT HISTORY - SUMMARY (19 YEARS)

Designation	Organization	Reporting	Tenure
✓ Lead Trainer	My Tutor Pod	N/A	Nov 2022 till Date
✓ CPC & Team Lead Senior Primary & Middle School	Silver Oaks Schools & College	Principal	July 2022 till Sep 2022
✓ Core Competence Auditor	Silver Oaks Schools & College	MD & Head HR	May 2021 – June 2022
✓ Chief Training Officer & Lead Master Trainer	Silver Oaks Schools & College	MD	July 2019 till May 2021
✓ Acting Head HR	Silver Oaks Schools & College	MD	Aug 2020 till May 2021
✓ HR Development Manager / Head of Training Lead Master Trainer	Silver Oaks Schools & College	MD & Head HR	July 2016 till June 2019
✓ Head, Primary Academic Coordinator & Controller of Examination	Silver Oaks Schools & College	Academic Director	March 2015 till June 2016

✓ Head of Quality Assurance, Evaluation & Monitoring	Silver Oaks Schools & College	Academic Director	March 2012 till Feb 2015
✓ Subject Head English	Silver Oaks Schools & College	Academic Director	March 2011 till Feb 2015
✓ Program Manager Public Speaking & Life Skills	Silver Oaks Schools & College	Academic Director	March 2011 till Feb 2013
✓ Primary Teacher	Silver Oaks Schools & College	Senior Mistress	March 2010 till Feb 2011
✓ Primary Teacher	SLS Montessori & School	Principal	Jan 2007 till March 2010
✓ Primary Teacher	Eden Hall School	Principal	May 2005 till Dec 2006

EDUCATIONAL BACKGROUND

Degree	Institute	Year
✓ MBA HR	Riphah International University	In Process
✓ MA Teacher Education	Allama Iqbal Open University	2009
✓ B.Ed	NUML University	2006

PROFESSIONAL CERTIFICATIONS, TRAINING & DEVELOPMENT

Certifications	Content	Institution
✓ Certificate in HRM: HR for People Managers	Preparing to Manage HR, Recruiting, Hiring & Onboarding, Managing Employee Performance & Compensation	University of Minnesota (In Process)
✓ Certified / Validated Lead Master Trainer & Local Coordinator	Teach Like a Finn!	Kolou Finish Educational System
✓ Certified / Validated Lead Master Trainer	Connecting Classrooms	British Council
✓ Certified Teacher, Oxford Teachers' Academy	21st Century Skills	Oxford University Press, Pakistan
✓ Conducted / Delivered Training Programs	Teach like a Finn, Soft Skills, Workplace Ethics, Behavior Management, 21 st Century Skills	Aga Khan University (Gilgit & Hunza), Al Huda School (Wah Cantt Campus), Bilquis College (Rawalpindi), Silver Oaks Schools & College

PROFESSIONAL ACHIEVEMENTS

Achievements	Organization
✓ Broomstick ERP _ Project Manager	Silver Oaks Schools & College
✓ Smartify ERP _ Project Manager	Silver Oaks Schools & College
✓ Drafting, Designing & Custodianship of SOPs	Silver Oaks Schools & College
✓ 10 Years of Loyalty Award 2019-20	Silver Oaks Schools & College
✓ Special Commitment Award 2019-20	Silver Oaks Schools & College
✓ 100% Attendance Award 2019-20	Silver Oaks Schools & College
✓ Special Commitment Award 2018-19	Silver Oaks Schools & College
✓ 100% Attendance Award 2017-18	Silver Oaks Schools & College
✓ Outstanding Effort Award 2012-13	Silver Oaks Schools & College
✓ Best Instructional Leader Award 2011-12	Silver Oaks Schools & College
✓ Classroom Competition 1 st Position 2009-10	SLS Montessori & School

AREAS / FIELD OF INTEREST

✓ Training & Development	✓ HR Management
✓ Evaluation & Monitoring	✓ Campus Head / Lead
✓ Quality Assurance	✓ Academic Lead