

**SAIMA
ASAD**

EDUCATIONIST

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Contact: 0333-1119790

EDUCATION

M.PHIL MANAGEMENT SCIENCES (SPECIALIZATION IN HRM)

COMMENCED IN FEB 2020 •

**RIPHAH INTERNATIONAL
UNIVERSITY, ISLAMABAD**

Course work completed. Thesis
in progress. CGPA 3.93

MBA (HUMAN RESOURCE MANAGEMENT) • 2005 •

**PRESTON UNIVERSITY,
ISLAMABAD**

CGPA 3.1

BACHELOR'S IN ARTS • 1995 •

**GOVT COLLEGE FOR WOMEN,
RAWALPINDI**

1st DIVISION

CERTIFICATIONS

**MANAGEMENT & LEADERSHIP
COURSE – FEB 2024 – LUMS,
LAHORE**

**HUMAN RESOURCE
MANAGEMENT TRAINING • FEB -
MAY 2019 • INTELLIGENT
LEARNING MACHINES, TROY,
MICHIGAN 48083, USA**
Certificate "HUMAN RESOURCE
PROFESSIONAL" awarded 2019

DIPLOMA FINE ARTS – 2019/20
**NATIONAL COLLEGE OF ARTS,
LAHORE**

PROFESSIONAL EXPERIENCE

HEADMISTRESS • SLS SCHOOL SYSTEM • MARCH 2012 – JANUARY 2019

- Set and communicated clear academic goals and standards.
- Supervised and supported teachers through observations and evaluations.
- Designed and implemented the curriculum and instructional programs.
- Promoted continuous professional development of teachers by organizing workshops and seminars.
- Addressed staff concerns and resolved conflicts.
- Organized co-curricular activities in coordination with relevant government and private corporations.
- Established and enforced a fair and consistent discipline policy.
- Supported students' academic, social and emotional development.
- Maintained school facilities and effectively managing budget and available resources.
- Built relationships with parents and community stakeholders by regularly organizing PTMs.
- Led school inspections by Head Office and/ or Higher Education Commission teams.

SECTIONHEAD • BEACONHOUSE SCHOOL SYSTEM • JUNE 2009 – FEBRUARY 2012

- Aligned and implemented class curriculum as per educational goals set by Principal.
- Guided teachers on teaching strategies, lesson planning and assessments.
- Conducted regular classroom observations and provided constructive feedback to teachers.
- Closely monitored students' performance and discussed with teachers / parents for suitable interventions.
- Ensured timely submission of lesson plans, reports and assessment results.
- Held regular teachers' meetings to maintain direct contact and obtain feedback on academic matters.
- Collaborate with other Section Heads for interdisciplinary projects.

CERTIFICATIONS

LEADERSHIP, COMMUNICATION & MOTIVATIONAL SKILLS

TRAINING • JANUARY 2017 •

**SLS MONTESSORI SCHOOL
SYSTEM, RAWALPINDI**

Certificate of qualification
awarded

LEADERSHIP AND MANAGEMENT

**PRACTICE • MAY 2016 • SLS
MONTESSORI SCHOOL SYSTEM,
RAWALPINDI**

Certificate of qualification
awarded

COMPUTER SKILLS

- SAP Human Capital Management (HCM)
- MS Office

LANGUAGES

- Urdu
- English
- Punjabi

PROFESSIONAL EXPERIENCE

TEACHER • ARMY PUBLIC SCHOOL SYSTEM • FEBRUARY 2004 - MAY 2009

- Tracked each student's academic performance and identified those who needed extra help.
- Kept records of attendance, grades, and behavioral reports of students.
- Coordinated with other subject teachers to align classroom activities with curriculum goals.
- Prepared lesson plans and daily academic schedule for submission with Section Head.
- Ensured checking of home assignments timely to indicate corrections by students.
- Encouraged class participation by students to develop confidence and self-assurance.
- Led and assisted students with class functions, field trips, assemblies, or school celebrations.
- Ensured class discipline and enforced school rules.

HR HEAD • INTELLIGENT LEARNING MACHINES INC., USA (PAKISTAN OFFICE ISB) • FEBRUARY 2019 – AUGUST 2024

- Advised senior management on all aspects of human resources policies, procedures and rules. Led the year end performance review activities and submissions to HR database.
- Monitored and evaluated the implementation of delegated authorities through Human Resource Management Scorecard and Service Level Agreements.
- Ensure that the new hire orientation process based on corporate culture is properly introduced to new employees.
- Preparing vacancies announcement, reviewing of applications and selection of candidates based on merit.
- Responsible for reviewing and submitting job descriptions for classification exercise and carrying out job analysis.
- Administered advice on salary, benefits and travel entitlements.
- Identified staff development / career support requirements, and organized training courses.
- Maintained Human Resource Information System as database of all staff employed in Asian Region.

VOLUNTEER EXPERIENCE

- Worked hand-in-gloves with Pakistan Army authorities in Swat to establish 1st ever "ARMY PUBLIC SCHOOL, SWAT" in most hazardous and trying security situation.
- Developed curriculum and SOPs for newly established Army Public School at Swat and hired teaching faculty. Designed customized classrooms for kindergarten students.
- Workshops attended:
 - Leadership & management practices.
 - Leadership, communication & motivational skills.
- Conducted following workshops in Army Welfare Trust (AWT) for HR staff: -
 - Job Analysis and crafting job description.
 - Human Resource Information Management System.

EXPERIENCE CERTIFICATE



Saima Asad is a dedicated and devoted Headmistress possessing a charismatic personality. She joined SLS School System in 2013 and served till 2017. At the very outset of her joining the institution, she was assigned the challenging task of establishing Primary School at Chandni Chowk Branch. Mrs. Saima earnestly accepted the responsibility and worked exceptionally hard in upgrading the academic standards of this Branch. Her professional prowess has also been reckoned in managerial field, wherein she fostered a good team of teachers who manifested steadfastness in discharge of their duties.

As a team leader, she imbibed sense of punctuality and discipline amongst staff as well as students. In tandem to academic affairs, she accorded equal importance to co-curricular activities by frequently organizing sports events, declamation contests and National Days.

Saima Asad possesses a pleasant demeanor and remains cheerful under stress and strain. She adopted an amiable tripartite of parent – teacher – student relationship through regular Parent – Teacher Meetings and effectively bridged the gap between these three important pillars of academics.

It was a treat to have Saima Asad as an effective and efficient member of Team SLS; we extend our best wishes for her future endeavors and a happy life ahead.

Talha Omer
Chairman SLS Montessori & School

Dated: 14th March 2017

SLS MONTESSORI & SCHOOL

Rawalpindi: Head Office: House # 42-G, Zafar Akbar Road Lalazar. Ph: 5567553, 5581447
Islamabad: SLS Montessori & School, Street 118/124, G-11/4, Ph: 051-2301603 / 4
Website: www.slsschool.edu.pk



Iqra Army Public School and College Command and Staff College, Quetta

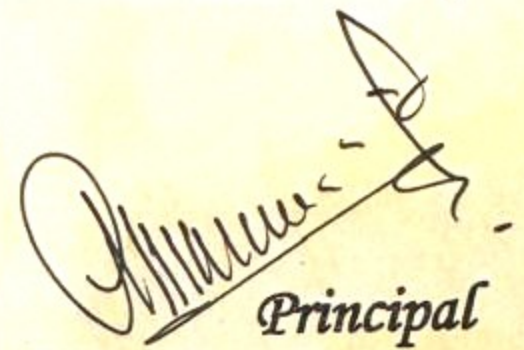
Telephone: 081-2882178

E-mail: iqraapsqts@apsacssectt.org.pk

EXPERIENCE CERTIFICATE

This is to certify that Mrs Saima Asad served this institution from 20 July 2012 to 29 March 2013. During the period she performed the duties of Section Head Pre School Section. Exhibited dedication and devotion in discharge of her responsibilities and articulated academic / co-curricular events to the best of her abilities.

Mrs Asad left the job due to posting of her husband. We wish her all the best for her future.



Principal
Maj (R) Amer Saleem
Dated: 6th April 2013



Beaconhouse School System

Kindergarten Branch
Hali Road
Westridge I, Rawalpindi
Ph :- 5480819-5474347

Dated: 11.06.2010

Letter of Appreciation

Dear Mrs. Saima Asad,

I would like to acknowledge the enthusiastic and positive demeanor you had with your pupils. Your hard work, willingness and contribution in organizing extra curriculum events is greatly appreciated. I hope that you will continue to work with the same professionalism and dedication in future.

Thankyou for all your efforts in making the academic year 2009-2010, a success.

Wishing you the best for the year ahead.

S. Khawar

Mrs. Seemi Khawar

Senior Mistress Incharge

Experience Letter (To Whom It May Concern)

It is certified that Mrs. Saima Asad, CNIC: 37405-8267562-2 has served with **Intelligent Learning Machines Pvt Ltd (ILM)**, Islamabad, as **Director HR** from July 1st, 2022, to May 31st, 2024. During the tenure of her duty, her responsibilities included overall management of Human Resource Functions in the company.

Mrs. Saima Asad developed and executed HR strategies duly aligned with the company's objectives, fostering a high-performance culture and driving organizational growth. While possessing rich knowledge about the labor laws relevant to the corporate sector, she formulated HR Policies in accordance with corporate governance rules and regulations. Managed the recruitment, development and retention of talent, ensuring the right talent was in place to meet business needs and drive success. She had been instrumental in developing HR manuals for office management and guidance of office staff. In recognition of hard work and competence, ILM offered her the opportunity for career growth by nominating her on Management and Leadership course at LUMS.

Saima designed and implemented performance management systems to enable employee productivity and engagement, including performance reviews and development plans. Her professional prowess can also be judged by the fact that she formulated the company's "*Compensation Policy*" to ensure that benefits are awarded in a fair and comprehensive manner appropriately aligned with organizational goals. She organized training courses for the career growth of employees, enhancing job satisfaction and motivation amongst them. She established an automated performance appraisal system for employees to ensure objectivity in managing employee performance.

In the domain of administration, Saima manifested robust set of skills related to office management, asset management and routine logistics matters of company.

Through her strong interpersonal skills and emotional intelligence, she built stronger, more positive relationships and effective communication with colleagues, clients, and other stakeholders. Her character has been found exemplary, and she has contributed to a positive and harmonious workplace environment.

We wish her success in her future professional endeavors and career development.


Adnan Haider
CEO ILM Contact: 051-8467050
August 25, 2024.