



Samreen Usman

Academic Coordinator

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Contact

Phone

+92-333-5492177

Email

samr-rajah@hotmail.com

Address

Bahria Town, Islamabad

Education

2014-Present

MBA (HR)

Preston University

2003-2007

BS Electronics & Communication

The University Of Lahore

Expertise

- MS Office
- MS Excel
- MS Powerpoint
- Email
- Zoom
- Process Flows

Language

English

Urdu

Punjabi

Experience

2012-Present

Bahria Town International Academy

Senior Academic Coordinator

- Establish and maintain rapport with staff, students, parents
- Mentor and lead new teachers while ensuring appropriate policies and procedures
- Coordinate trainings for all relevant school staff
- Initiate and manage before and after school programs including coaching and workshops
- Responsible to create an environment for promoting an atmosphere of mutual respect and trust amongst all staff members
- Managing all entry level tests for potential students for upcoming academic school year
- Responsible for organizing and managing teacher parents meetings
- Responsible for monitoring performance of teachers and providing feedback and training based on assessments
- Organize science fairs Organize science and art exhibitions Organize annual quiz competitions Organize annual spelling bee competitions Organize annual bilingual declamations
- Organize annual awards ceremonies
- Managing, coordinating, and responsible for interviewing new staff members
- Responsible for curriculum planning, development, and implementation on a yearly basis by working closely with all relevant staff members
- Managing all teacher activities on a day to day basis
- Coordinating and monitoring examinations and examination marking
- Register students at secondary levels Federal Board Examinations
- Register students of O-level for CIE exams
- Coordinate with British Council regarding o-levels
- Coordinating yearly budget for activities, new staff members while working closely with the finance team
- Providing IT Solution for the automated attendance and computer labs
- Arranged workshops conducted by teacher trainers of Oxford University Press (OUP)
- Mathematics lectureship for O Levels
- Developed and maintained courteous and effective working relationships.
- Resolved problems, improved operations and provided exceptional service.

2010-2012

Preston University

Senior Distant Learning Coordinator

- Managing all HR related assignments on a daily basis
- Responsible for hiring and interviewing teachers and lecturers
- Negotiating salary and overlooking all teacher and lecturer compensation issues and concerns
- Responsible for managing students affairs on a day to day basis
- Responsible for organizing teacher student meetings as required by the students
- Organized and managed extra curriculum cultural activities on a quarterly basis
- Created and managed student satisfaction surveys and provided feedback to senior staff
- Skilled at working independently and collaboratively in a team environment.
- Exercised leadership capabilities by successfully motivating and inspiring others.

○ 2007-2009

Bahria Town Private Limited

Software Developer

- Determine operational feasibility by evaluating analysis, defining concerns, solution development, proposing solutions
- Created software for the organization to track all data metrics and provided routine data analyses to senior staff
- Provided ad hoc support to all technical departments including help desk and trouble shooting
- Lotus Notes Administrator managed the software and providing training to newly employed IT personnel
- Helped design and manage Bahria Town website including updating information on a regular basis, and troubleshooting any technical issues
- Integrated constructive programs into cohesive product.

○ Professional Expertise

- Teaching, Mentoring & Development
- Curriculum Development & Implementation
- Program management & Coordination
- School Administration
- Team building-Leadership
- Recruitment, Training & Development
- Board Level Presentations
- Performance Evaluations

○ Trainings & Certificates

- Excellence in customer services
- Time Management
- Motivation & Team Management
- Best Administrator Award
- 5 Years Service Excellence Award

Reference

Will be furnished Upon requirement