

Saira Nawaz



Being a person with a lot of enthusiasm for working and progressing, my objective is to work in a challenging environment and to pursue attractive & executive position in dynamic team of an organization offering good career opportunities and keen to make significant contribution towards its success.

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Experience

| Quality Control Officer | 10/2024 to Present (Remote Work)

Viral Webbs | Viral Webbs, G-6/2 Blue Area, Islamabad

Job Responsibilities: Regularly check and update the QC live sheet, QC of Database, QC of all pdf files, comparing all the content with the database and as per client request, report database issues to coordinators, report design related issues to the graphic department, report content related issues the editorial department, and repeat the QC process until all files are correctly done. Upload all files after completion and complete any other task that the Team lead assigns.

| Admin Officer | 11/2023 to 06/2024

New Horizons | New Horizons, I-8 Markaz, Islamabad

Job Responsibilities: Streamlined administrative processes and supported financial documentation, improving efficiency for senior management. Addressing visitors/client inquiries, Greeting and scheduling appointments for visitors, clients, customers, and managerial staff, preparing quotations and deposits, processing invoices, supervising office cleanliness through coordination with support staff, Managing and promoting their business on social media platforms, fieldwork for sales presentations as needed, Organizing and attending seminars & exhibitions in Educational Institutions or Malls with the assistance of other team members and Undertaking any other task assigned by the Office Administration.

| Admin Assistant | 09/2021 to 10/2022

A-TV/SRBC | A-TV/Shalimar Recording & Broadcasting Company Limited (SRBC), Islamabad

Job Responsibilities: Responsible for replying to letters from the Ministry of information, PTV, and others, maintained personal files and leave records of SRBC employees, assisted in the hiring process, dealt with queries on the phone and by email, and assisted in maintaining the office system.

| CRO/HR Assistant | 03/2020 to 10/2020

The Smart School | The Smart School, Sohan Campus Mohammadi Town Sohan, Islamabad

Job Responsibilities: Resolved complex Student and Parent issues, improving satisfaction and strengthening school Parent relations; arranged meetings between parents and director, dealt with admissions of students, assisted in arrangement of school events, assisted in hiring process, ordered office supplies, coordinated with the head office team, maintained records, managed the Account, and Reporting.

| **Internee** | 08/2015 to 09/2015

LC Disability Development Program | | LCDDP, IJP Road, I 10/1, Islamabad

Job Responsibilities: Engaged in data management, updated office record, responsible for developing case stories, conducted interviews, counseling and Behavioral management and lead a team for economic empowerment program and community work that influenced donor funding decisions.

Education

Qualification/Degree	Year	Division	Board/University
Masters in Behavioral Sciences (MBHS)	2016	1 st	Fatima Jinnah women University RWP
Graduation (Psychology, Sociology)	2014	1 st	Quaid-i-Azam University Islamabad
Intermediate (Economics, Computer Science)	2012	1 st	FBISE
Matriculation (Physics, Chemistry, Biology)	2009	1 st	FBISE

Certification

| **National Financial Literacy Training Program**

3 months | State Bank of Pakistan

| **Student Brand Ambassador Internship program**

4 months | State Bank of Pakistan

| **Graphic Designing**

3 months | National Freelancing Training Program

| **Psychological Testing**

2 months | Spiritual Psychology

Skills

Conflict Resolution

Management

Research Skills

Administrative Skills

MS Office

Content Writing

Time Management

Behavioral Management

Psychological Assessment

Designing

Photography

Art and Craft

Languages

|English

Official

|Urdu

Native

|Punjabi

Mother Tongue

References

Kiran zaheer| Office Manager | New Horizons, Islamabad

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M.Mushtaq | Manager Program| SRBC ATV Islamabad

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Ghulam Kubra | Assistant Finance controller | SRBC ATV Islamabad

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Arslan Azram | Admin Assistant| High Canada Commision

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Naila Shoukat | Program Officer | LCDDP

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