

SADIA SHAHEEN

ACADEMIC MANAGER / BUSINESS SUBJECT TEACHER



CONTACTS

0332-8921305
oudbhatti93@gmail.com
WhatsApp 0332-8921305
Rehman Street Near Punjar Road
Kahuta, Rawalpindi, Pakistan

SUMMARY

I am a dedicated and detail-oriented professional with a proven track record in my field. I possess strong skills that contribute to successful project outcomes and team effectiveness. My commitment to continuous learning and improvement ensures that I stay ahead in my profession. I thrive in dynamic environments and enjoy collaborating with others to achieve common goals.

KEY ACHIEVEMENTS

Strong academic record in commerce and management with proven skills in presentation, leadership, and event coordination.

CERTIFICATES

Speech Competition and public speaking Certificate

English Proficiency Certificate

Character Certificates

INTERESTS

- Passionate about academic management and delivering quality education and fostering student growth in commerce and management.

EXPERIENCE



Allied Schools

Kahuta, Rawalpindi

Teacher/Administrator

2013 - 2015

Job Description

- Taught multi-subject classes at primary and middle levels, fostering a positive learning environment.
- Managed administrative tasks including record-keeping, scheduling, and parent communication.
- Actively contributed to school functions, curriculum enhancements, and staff training.



APS School and College

Kahuta, Rawalpindi

Teacher / Principal

2016 - 2019

Job Description

- Delivered engaging lessons to Secondary and college students.
- Evaluated academic progress and provided personalized feedback to support student improvement.
- Participated in curriculum planning and co-curricular activities.
- Attended parent-teacher conferences and professional development sessions.



Bank Alfalah

Kahuta, Rawalpindi

Internee

2013

Job Description

- Supported daily banking operations including client inquiries, deposits, and withdrawals.
- Delivered prompt and courteous customer service, improving client satisfaction.



Ministry of defense Pakistan

Rawalpindi, Pakistan

Internee (Budget and Management Wing)

2015

Job description

- Assisted in budget planning, financial analysis, and report preparation.
- Contributed to process improvements in budgeting and compliance.



Etihad Group of Companies

Islamabad

Hr officer / Officer assistant

2020

Job Description

- Handled administrative operations, HR records, and office logistics.
- Supported procurement, inventory, and inter-departmental communication.
- Demonstrated strong multitasking and organizational capabilities.



EDUCATION



Muslim Youth University, Islamabad

2023 - 2025

Ms Mangement Sciences

GPA | 3.98 / 4.0



Virtual University of Pakistan, Lahore

2012 - 2015

Master of Commerce

GPA | 3.01 / 4.0



University of Sargodha

2010 - 2012

Bachelor of Commerce

RESEARCH & THESIS

MS Thesis

Muslim Youth University, Pakistan
2024 - 2025

Title Name

- Diversified Impact of Artificial Intelligence and Digital Technology In Recruitment Process of Federal Private Universities
_Examined how emerging technologies influence hiring efficiency and decision making.

EDUCATION



Irum Model Secondary School, Kahuta

2008 - 2010

Intermediate (Humanities)



Govt Girls High School, Kahuta

2006 - 2008

Matric (Science)

SKILLS

Key Skills

Accounting & Finance Instruction · Budget Planning & Reporting · Curriculum Development · Student Assessment & Support · Classroom & Behavior Management · Educational Administration · Phycological Behavior Mangement · Cross-functional Team Collaboration

Technical Skills

MS Word · MS Excel · MS PowerPoint · Internet Applications · SPSS Software · EndNote Software · Freelancing · Video/Photo editing

LANGUAGES

ENGLISH

Proficient



URDU

Native



ARABIC

Beginner



PUNJABI

Proficient

