

+92-318-0491391

komalwaheed285@gmail.com

Koral, Islamabad

CAREER OBJECTIVE

To seek a job in an organization with good repute in order to exert my potentials efficiently and productively and to play my part in achievement of the organizational goals and objectives resulting in my own satisfaction and career growth

PERSONAL INFORMATION

D.O.B	30 th May, 2000
Domicile	Islamabad
Religion	Islam
Languages	English, Urdu, Punjabi

QUALIFICATION

ACADEMIC

Degree	School/College/Institute	Year	Marks / Grade
Bachelors in Commerce	University of Punjab	2024	ii Division
F.Sc	Federal Board	2019	B
Matric	Federal Board	2016	A+

SKILLS

- Virtual Assistant , Enablers (6 months)

Developed expertise in digital communication, data management, and virtual support

- Art and Craft : Proficient in various creative techniques

EXPERIENCE

- As an Administrative Assistant in Taleemabad School Ghouri Campus (February 2023 – July 2023)
- As a CRO In The Smart School, Project of The City School (August 2023–September 2025)

Key Responsibilities

My key Key Responsibilities are:

- **Administrative Tasks:** Composing and printing documents, managing records, and performing other administrative duties.
- **Financial Management:** Collecting fees, managing expenses, and paying bills.
- **Communication:** Interacting with parents, teachers, and students to address queries, concerns, and provide information.
- **Admission and Enrollment:** Handling admission inquiries, processing applications, and managing student records.
- **Data Management:** Maintaining accurate and up-to-date records, creating reports, and providing information as needed.
- **Query Resolution:** Resolving queries from teachers, students, and parents in a timely and efficient manner.
- **Information Provision:** Providing information to stakeholders, including parents, teachers, and students, on various school-related matters.