

SIDRA SIDDIQUE

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Islamabad

SUMMARY

Responsible and student-focused education professional with strong communication and classroom support skills. Experienced in guiding students, managing classroom activities, and maintaining a positive learning environment. Able to explain concepts clearly, support diverse learning needs, and handle academic responsibilities with professionalism. A fast learner with a positive attitude, eager to adopt new teaching methods, educational policies, and assessment practices to support student development and institutional goals.

EXPERIENCE

Business Development Assistant

Warren HomeCare

04/2025 – Present Remote

Traffic Assistant

Gerry Dnata

09/2025 – 01/2026 I.I.A.P

Tutor

Lions HomeTutor

11/2020 – 07/2024 ISB

CERTIFICATIONS

Foundations of Project Management

Google

Successful Negotiation: Essential Strategies and Skills

University of Michigan

Leading Teams: Developing as a Leader

University of Illinois

LANGUAGES

English Fluent
Urdu Native

EDUCATION

MS Project Management (Business Administration)

Air University, Islamabad

2025 – 2027

BS Aviation Management (Business Administration)

Air University, Islamabad

2020 – 2024

SKILLS

Time Management	Fast Learner
Organizational Skills	Microsoft Office
Customer Service Orientation	
Time Management	Attention to Detail
Management	Planning
Problem Solving	Teaching
Adaptability	Google suite
Team Management	Negotiation
Communication Skills	Collaboration

ADDITIONAL EXPERIENCE

Passenger Service Agent

Menzies RAS

06/2024 – 07/2025 I.I.A.P

Guest Content Blogger

The SquarePeg

02/2023 – 08/2024 Remote