

# MADIHA SULTAN



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Chakwal, Pakistan



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## PROFESSIONAL SUMMARY

Motivated and responsible BA student with 2 years of experience in school coordination, discipline management, and administrative support. Skilled in teamwork, student supervision, organization, and school activity coordination.



## EDUCATION

- **BA (In Progress)**
- **Intermediate**  
Superior College, Chakwal
- **Matriculation**  
Govt. Girls High School No. 1, Chakwal



## WORK EXPERIENCE

### Coordination Support & Assistant Incharge

- Assisted in daily school administration and operations.
- Maintained student discipline and supervision.
- Coordinated school activities and events.
- Supported teachers and management staff.
- Assisted in physical and co-curricular activities.
- Maintained records and assisted with routine administrative tasks.



## SKILLS

- Teamwork & Collaboration
- School Administration Support
- Discipline Management
- Coordination & Administration
- Leadership Skills
- Time Management
- Event Coordination
- Student Supervision
- Physical Activities Coordination



## CERTIFICATES & ACHIEVEMENTS

- District Level Sports Certificate
- 5 Years Participation in District-Level Sports Activities



## LANGUAGES

- Urdu
- English