

Bilal Street, Park View
Near Royal Palace Hotel,
Jhelum Road, Morgah
Rawalpindi.

Cell No. 0334-5541-702

HAZALA YASMIN

Profile:

A self motivated hard working with experience in all aspects of personal work. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. Good problem solving and analytical skills.

Work Experience:

Currently working as Academic coordinator in Dare Arqam School Bahira Campus

Experience Highlights with various Schools:

- **Worked as Academic coordinator at Air Foundation School System Morgah, Rawalpindi**
- **Worked as Acting Principal at Silver Line School System**
- **Worked as Academic Coordinator at Fauji Foundation Academy, Lalazar, Rawalpindi**
- **City International School, The Mall Road, Rawalpindi**
- **Campus Montessori, Sabzazar, Rawalpindi**

Teaching Skills:

- Class teacher for Prep Classes (6 - 8)
- English Language Teacher
- Substitute Teacher for O - Level subjects (Urdu and Islamiyat.)

Other Responsibilities:

Considering my performance as a Subject Specialist Teacher and previous working experience in the banking sector, I was assigned extra level of responsibilities by the senior management which includes the following:

Training and development

- Conversation and presentation skills
- Time Management
- Total Quality Management

STRENGTHS:

- Capable of working under pressure and tight deadlines
- Integrity & Perseverance
- Strong interpersonal skills
- Dynamic leadership and presentation skills.

EDUCATION:

- Montessori Diploma from PMC 2016
- B.Ed 2015
- MBA – Finance 2007
- B.Com 2003
- Intermediate 1997

COMPUTING SKILLS:

Well conversant with MS-Office and Web email.

OTHER QUALIFICATIONS:

- Attended Principal Convention organized by AFAQ and also Oxford principal Convention
- Internship in City Bank in the Customer Services Department.
- Attended several workshops and courses on Soft Skills during my banking and also in schooling tenure.

REFERENCE:

Will be furnished on request.