

Zain Ul Hassan



Contact

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Languages

English
Urdu

Hobbies

- Writing
- Reading

Certifications

- 14th Annual Teachers Development Conference (TDC).
- 4th Annual SAW (School Administration Workshop)- FOCUS - Finding Original Creative Unique Solution”
- 5th Annual MSAW 2023 (School Administration Workshop)- WHY Speed for Growth? Time to sit & Think!

Summary

Masters in Political Science with a minor in Public Administration, and ten years of experience in public speaking. Exceptional administrative, organizational and planning skills. Professional in Microsoft Office, Corel draw and several social media platforms. Skilled with people and the ability to manage others by seeing things from their point of view.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Public Relation
- Public Speaking
- Service-focused

Experience

**Campus Manager Roots Millennium Schools
Piccadilly Campus F-8/4 Islamabad**

01/2022 to 02/2025

**Promoted as Campus Manager Future World School
and College DHA Phase 5 Islamabad**

- Managed and develop the campus communication channels, assist in the development of the school marketing strategy and organizing parent/community events.
- Negotiated and influenced strategic decision making within the campus Senior Management and HO Team.
- In the absence of the Principal, took delegated responsibility for overall campus.
- Planed and managed change in accordance with the school development/strategic plan.
- Lead and managed all campus teaching, students and support staff
- Was responsible for admissions advisory, marketing, promotions and admissions follow-ups.
- Was dealing with inter campus student transfer cases & school leaving certificates, preparing budgets and keeping financial record on Oracle Net Suite and ERP, issuing computerized fee voucher to students, posting of paid fee vouchers in the software, ensuring that school records are properly kept Nominal roll (both students & Staff), students personal file expense vouchers, utility bills and chasing outstanding fee on telephone and do follow-ups.
- Repair and maintenance work of the school as and when required

**Manager Administration and Human resource
- 02/2021 to 12/2021**

- Worked as a Manager Administration, admissions and human resource for one year at Oyster School System, PWD Islamabad.

Education

- Masters: **Political Science: 2020- Government College University Lahore**
- Bachelor of Arts: **2018- University of Sargodha**
- Intermediate: **Arts and Humanities: 2015- Government College University Lahore.**
- Matriculation: **Science: The Knowledge School Chakwal- 2013**

Co-curricular Achievements

- **Individual Positions:**
- Best Urdu speaker at Aitchison college Lahore All Pakistan declamation contest 2013.
 - 2nd Best Urdu speaker at Army Burn Hall College Abbottabad All Pakistan 2013.
 - 2nd Best Urdu speaker at LGS Faislabad All Pakistan declamation contest 2014.
 - 2nd Best Urdu speaker Decrodio’15 All Pakistan Declamation contest 2015.
 - 3rd Best Urdu speaker at Asrar e Khudi Youth conference 2015 at Alhamra Art Council,
 - Best Urdu Speaker with a team trophy at Imran Khan’s Mega Challenge Peshawar 2015.
 - Consolation prize in Urdu serious speech at Government post graduate college Jhang
 - Best Urdu speaker Bloomfield hall school Lahore All Pakistan declamation contest 2016.
 - 3rd Best Urdu speaker at University of agriculture Faislabad All Pakistan declamation contest 2016.
 - 3rd Best Urdu speaker Dabistan e Iqbal Speech contest 2015.
 - Best Urdu Speaker University of engineering and technology Lahore All Pakistan declamation Contest 2016.
 - Best Urdu speaker Khyber Medical College Peshawar All Pakistan declamation contest 2016.
 - Best Urdu speaker at CMH Lahore All Pakistan speech contest 2016.
 - Best Urdu speaker Beaconhouse College Lahore Declamation contest 2016
 - Best Urdu speaker with a team trophy at Chenab college Chiniot All Pakistan Declamation contest 2017.
 - Best Urdu Speaker Lafz’17 University Of Gujrat All Pakistan declamation contest 2017
 - Best Urdu Speaker Majma’17 Faislabad All Pakistan declamation contest 2017.
 - 3rd Best Urdu Speaker at Air University All Pakistan Bilingual declamation contest 2017.
 - Best speaker at National Grammar School Lahore Declamation contest 2017.
 - Best Urdu speaker at Panyar’19 All Pakistan Bilingual declamation contest University of Azad Jamu Kashmir 2018
 - 2nd Best Urdu speaker at University college Lahore All Pakistan Waleed Iqbal Bilingual declamation contest 2018.
 - Best Urdu Speaker at District level Chief Minister Debates 2018.
 - 2nd Best Urdu Speaker at Division level Chief Minister Debates 2018.
 - Best speaker at first Round of Segment Zawia at Shan e Ramzan ARY Digital.
 - Closed the House in Urdu serious category in 39th All Pakistan Allama Mohammad Iqbal Bilingual declamation contest 2019..
- **Team Tropies.**
- Team trophy at Aitchison College Lahore All Pakistan declamation contest 2013.
 - Runners up trophy at Army Burn Hall College Abbottabad All Pakistan 2013.
 - Team trophy at LGS Faislabad All Pakistan declamation contest 2014.
 - Team trophy at Mega Challenge Hosted by Imran Khan in Peshawar 2015.
 - Team trophy at Government post graduate college Jhang
 - Runners up trophy at CMH Lahore All Pakistan speech contest 2016.
 - Team Trophy at National Grammar School Lahore Declamation contest 2017.
 - Team Trophy at Panyar’19 All Pakistan Bilingual declamation contest University of Azad Jamu Kashmir 2018
 - Team Trophy at University college Lahore All Pakistan Waleed Iqbal Bilingual declamation contest 2018.
 - Team Trophy at All Pakistan Bilingual Declamation Contest 2018 Chenab College Jhang.