

SIDRA

LEAD TRAINER • QA & M&E • HR EXPERT

CONTACT

+92-333-2868673

sidra.arif85@gmail.com

PROFILE

21 years of experience across Training & Development, HR Management, Quality Assurance and Monitoring & Evaluation, with a strong record of leading teams and driving institutional excellence.

CORE SKILLS

- Soft Skills Training
- Quality Assurance & Audit
- HR Management & Development
- Training Content Development
- Monitoring & Evaluation
- CPD & Risk Management
- KPI Audits
- Leadership & Team Management
- Recruitment & Onboarding
- Performance Management
- Compliance & Policies
- Payroll & Compensation

TOOLS

- MS Word / Excel / PowerPoint
- MS Teams / Zoom Workplace
- Broomstick & Smartify ERP
- Outlook / Hubstaff

EDUCATION

- ▶ MBA (HR) — Riphah International University (In Progress)
- ▶ MA, Teacher Education — Allama Iqbal Open University, 2009
- ▶ B.Ed — NUML University, 2006

CERTIFICATIONS

- ▶ Master Trainer, Soft Skills — PSEB
- ▶ CHRP — Logix Solution
- ▶ Certificate in HRM — Univ. of Minnesota (In Progress)
- ▶ Lead Master Trainer, Teach Like a Finn! — Kolou Finland
- ▶ Lead Master Trainer, Connecting Classrooms — British Council
- ▶ Certified Teacher, 21st Century Skills — Oxford University Press

PROFESSIONAL SUMMARY

Results-driven Lead Trainer and HR professional with 21 years of progressive experience in Learning & Development, Quality Assurance, and Monitoring & Evaluation. Proven track record designing and delivering training programs, conducting operational audits, and aligning strategy with core competencies. Strong expertise in team leadership, stakeholder collaboration, employee relations, and ensuring compliance with academic and corporate standards — with a consistent history of building goal-oriented teams and driving continuous improvement.

EMPLOYMENT HISTORY

English Proficiency Trainer *Paragon Global*

May 2026 – Present

Reports to: CEO

- Deliver structured English proficiency training to enhance communication skills across professional cohorts.
- Design lesson plans and assessment tools aligned with learner proficiency levels and organizational goals.

Soft Skills Trainer *Liaison Corporation — Project of PSEB (Part Time)*

Apr 2026 – Present

- Conduct soft skills workshops covering communication, workplace ethics, and professional behavior.

Business Communication Trainer *KBM Vocational Training Center — Project of PSDF (Part Time)*

Mar 2026 – Present

- Facilitate business communication training for vocational trainees to strengthen workplace readiness.

Lead Trainer *My Tutor Pod*

Nov 2022 – May 2026

- Led design, execution and evaluation of training content for a diverse learner base.
- Coordinated with stakeholders to align training delivery with program objectives and quality benchmarks.

Silver Oaks Schools & College

Jul 2005 – Sep 2022 | 21 Years Total Tenure

- CPC & Team Lead, Senior Primary & Middle School | Jul 2022 – Sep 2022 | Reports to: Principal
 - Led curriculum planning coordination (CPC) and team leadership across senior primary and middle school sections.
- Core Competence Auditor | May 2021 – Jun 2022 | Reports to: MD & Head HR
 - Conducted operational and core competence audits, ensuring alignment of departmental practices with institutional standards.
- Acting Head HR | Aug 2020 – May 2021 | Reports to: MD
 - Oversaw HR operations including recruitment, employee relations, payroll and compliance during tenure.
- Chief Training Officer & Lead Master Trainer | Jul 2019 – May 2021 | Reports to: MD
 - Directed institution-wide training strategy and led a team of master trainers in program delivery and evaluation.
- HR Development Manager / Head of Training, Lead Master Trainer | Jul 2016 – Jun 2019 | Reports to: MD & Head HR
 - Managed HR development initiatives and led training design, execution and evaluation for staff and faculty.
- Head, Primary Academic Coordinator & Controller of Examination | Mar 2015 – Jun 2016 | Reports to: Academic Director
 - Coordinated primary academics and controlled examination processes, ensuring integrity and standardization.
- Head of Quality Assurance, Evaluation & Monitoring | Mar 2012 – Feb 2015 | Reports to: Academic Director
 - Established quality assurance frameworks and monitoring systems to track academic performance and compliance.
- Subject Head, English | Mar 2011 – Feb 2015 | Reports to: Academic Director
 - Led the English department, overseeing curriculum delivery, teacher development and academic research.
- Program Manager, Public Speaking & Life Skills | Mar 2011 – Feb 2013 | Reports to: Academic Director
 - Managed public speaking and life skills programs to build student confidence and communication ability.
- Primary Teacher | Mar 2010 – Feb 2011 | Reports to: Senior Mistress

Primary Teacher *SLS Montessori & School*

Jan 2007 – Mar 2010

Reports to: Principal

Primary Teacher *Eden Hall School*

May 2005 – Dec 2006

Reports to: Principal

KEY ACHIEVEMENTS

- Project Manager — Broomstick ERP Implementation, Silver Oaks Schools & College
- Project Manager — Smartify ERP Implementation, Silver Oaks Schools & College
- Drafted, designed and served as custodian of institutional SOPs
- 10 Years of Loyalty Award, 2019-20
- Special Commitment Award, 2019-20 and 2018-19
- 100% Attendance Award, 2019-20 and 2017-18
- Outstanding Effort Award, 2012-13
- Best Instructional Leader Award, 2011-12
- Classroom Competition, 1st Position, 2009-10 — SLS Montessori & School

AREAS OF INTEREST

Training & Development • HR Management • Evaluation & Monitoring • Quality Assurance