

Tehreem Fatima

Contact number: **00 971**
56 884 9725

Email-id:
fatimatehreem25@outlook.com

Postal Address:
Dubai, UAE.

Education:

Title	Degree	Duration	Marks, cgpa	%age
MS(PM)	Masters of Project management	2019-2020	3.00/4.00	75%
BS(TN)	Bachelor's degree of telecommunications and networking	2012-2016	3.13/4.00	77%
HSSC	Intermediate	2009-2011	784/1100	71%
SSC	Matric	2007-2009	854/1050	81%

Experience:

	Organization	From	To
1	RADS	01-01-2016	30-03-2017
2	Senate secretariat of Pakistan	30-03-2017	28-02-2018
3	HHRD	10-05-2019	30-06-2019
4	Fazal builders (The Magnus roject)	01-03-2018	30-06-2020
5	Janz marketing	01-07-2020	05-03-2021
6	Army public school	10-09-2021	07-03-2023
7	Preston university	01-03-2023	18-03-2024
8	Conzept Connection	24-03-2024	07-06-2024
9	Tuitions	01-05-2016	11-06-2024

Job description:

	Designation		Description
1	Project officer	RADS	Management: <ul style="list-style-type: none">▪ Managed the project tasks on PMO tool for easy execution.▪ Managed the team according to the updates and requirements.▪ My main task was to research the needs and convey them to the team accordingly.
2	Researcher	Senate	Documentation: <ul style="list-style-type: none">▪ Attended meetings of standing and functional committees of Senate only.▪ Created minutes of those meetings and submitted the minutes to the department Secretary.▪ The main task was to create elaborate research reports on any given agenda of meeting.▪ Worked on the 'Reforms of civil services of Pakistan', 'Hybrid seed cultivation techniques', 'Water policy of Pakistan', etc.▪ I worked with 17 different committees. Like PIA, National food security and research, Committee on rules of procedure and privileges, Law and justice, Human rights, etc.
3	Internee	HHRD	Documentation: <ul style="list-style-type: none">▪ Document work of In-Kind department. Like handling contracts and contacts. Managing contracts data of department. Both in paper-work as well as in excel files. Logistics and warehouse: <ul style="list-style-type: none">▪ Event-management of In-kind gifts' department. The event is called 'Mall of Humanity'▪ Warehouse management and logistics

			<p>handling at the warehouse of HHRD, Rawat.</p> <p>Contracts:</p> <ul style="list-style-type: none"> ▪ Learning and working with contracts and bidding for the department's container off-loading at seaport and then transporting shipment to HQ, Islamabad.
4	Administrator and HR	The Magnus	<p>Documentation:</p> <ul style="list-style-type: none"> ▪ Maintaining a log of visitors. ▪ Maintaining all expense receipts and updates on daily and monthly basis. ▪ Maintain a log of employees' attendance. <p>Management:</p> <ul style="list-style-type: none"> ▪ Arranging and managing staff meetings like market surveys and department updates. ▪ Arranging meetings of staff and their respective clients. ▪ Arranging staff meetings with CEO on regular and emergency basis. <p>Human resource:</p> <ul style="list-style-type: none"> ▪ Creating a coherent environment for employees. ▪ Addressing the grievances of each and every employee. ▪ Hiring employees with a proper procedure of advertising the post(s), shortlisting, interviewing and screening. ▪ Keeping a documented and procedural check of firing an employee with due permissions and order of the Directors and CEO. ▪ The kitchen staff also reported to me for any requirements on daily, monthly or emergency basis. <p>Inventory:</p> <ul style="list-style-type: none"> ▪ The staff stationery maintenance and all the essential materials that they required. ▪ The advertising and promotional material of 'The Magnus'. ▪ Keeping a check on the in-house kitchen pantry. <p>Logistics:</p>

			<ul style="list-style-type: none"> ▪ Keeping record of the expense and managing the staff visits and stays to other cities.
5	Business administrative manager	Janz marketing	<p>Finance:</p> <ul style="list-style-type: none"> ▪ Managed the office expense using FileMaker advanced pro18. This updated the CEO's system as soon as I entered any financial values on my system. ▪ Managed the paper receipts in hard files on daily and monthly basis as a proof. ▪ Reported financial updates to the CEO on daily, weekly and monthly basis. <p>Management:</p> <ul style="list-style-type: none"> ▪ Managing the office decorum. ▪ Maintaining time-table. ▪ Maintaining attendance records of complete staff. ▪ Maintaining records of CVs, appointment letters, termination letters of all employees in hard and soft form. <p>Inventory:</p> <ul style="list-style-type: none"> ▪ Staff stationery. ▪ Office promotional and advertising material. ▪ Letterheads. ▪ Kitchen pantry was reported to me as I was handling all the expense. <p>Human resource:</p> <ul style="list-style-type: none"> ▪ Arranging staff meetings. ▪ Arranging staff trainings, like digital marketing, etc. ▪ Addressing the staff grievances. ▪ Creating a hygienic environment and friendly atmosphere for staff interactions. ▪ Keeping targets for marketing department and informing employee(s) termination a month before they are terminated, in case if they do not achieve the said targets. ▪ Maintain warning(s) and appreciation(s) system for employee engagement. ▪ Generating experience letter for the fired employee along with the termination letter.

6	Teacher	Army public school	<ul style="list-style-type: none"> • Taught grades from grades IV-grade X. • Subjects of general science and history.
7	Lecturer	Preston university	<ul style="list-style-type: none"> • Teaching BBA, MBA non-calculation, theory subjects like organizational behavior I II, consumer behavior, direct marketing, etc.
8	Manager	Conzept Connection	<ul style="list-style-type: none"> • Arranged educational expos on behalf of firm. • Developed business relations. • Experience on student cases on Europass, educational drafts, online applications.
9	Tutor	Multiple academies	<ul style="list-style-type: none"> ▪ I have taught students from multiple grades particularly grade nursery, grade 2, grade 5, grade 8, FSC, O'levels. ▪ My main focus has been their reading, writing and knowledge retention. ▪ Other fields I was concerned with have been speaking, communication, problem solving techniques. ▪ The main outcomes focus have been assignment completion, test preparation, presentations and syllabus breakdown into workable ,doable units.

SKILLS:

Professional Skills:

- Presentation skills.
- Leadership skills.
- Management skills.
- Event management.
- Schedule management.
- Communication skills.
- Time management.
- Documentations' handling.

Area of interest:

- Management.
- Documentation.
- Child and development psychology.
- Human resource management.

Computer Hardware:

- Pentium,
- IBM PCs & notebooks.

Telecommunication's Hardware:

- Fiber optics
- Hands-on practice of Cisco routers and switches.\

Networking Software:

- Wireshark,
- Matlab,
- GNS3,
- Cisco Packet tracer,
- eNSP.

Networking certification:

- Huawei Certified Network Associate.

Office management software:

- MS office.
 - 1- MS Word.
 - 2- MS excel.
 - 3- MS outlook.
 - 4- MS power point.
 - 5- MS publisher.
- FileMaker Advanced Pro18.

Project management software:

- Project management office (PMO).

Computer languages:

- C-sharp
- Assembly language,
- Turbo c.

Operating System:

- Linux,
- Windows XP,
- Vista,
- Win7/8/10.

Application Tools:

Database Management Using MS-Access and Management Information Systems

Languages:

Speak /Write /Understand

- English
- Urdu
- Punjabi

Personal Information:

- Nationality: Pakistani.
- Date of Birth: November 23, 1992.