

# Gul Afshan

## Experience

### ❖ Coordinator /Deputy section head

#### ❖ Army Public School & College Hamza, Rawalpindi Pakistan (July 2018 to Nov 2023)

- Ensure the service quality standards to meet the market competition.
- Make marketing strategies to enhance business.
- Takes charge of exam distribution as part of class coordination responsibilities.
- Valuable team member of the School Disciplinary Committee.
- Served as the Deputy Section Head for the Secondary level.
- Actively arrange various academic workshops.
- Conducts and manages meetings with staff and school officials.
- Expertly calculates and deduces the overall GPA for all grades.
- Proficiently lead a team in the strategic formation of school cards, ensuring accurate and comprehensive records for each student.

### ❖ Cashier / Customer Service officer

#### ❖ SUMMIT BANK LIMITED Islamabad Pakistan (Jan, 2015 to July, 2018)

- Deals in PKR&FCY (USD, EURO, POUNDS, DIRHAM) transactions.
- Arrangement and dispose of foreign currency from different Banks for our branch and region.
- Clearing and collection of Foreign and local instruments plus cheque return record maintenance follow up.
- Replenishment of ATM cash.
- Support operation Manager to reporting of foreign currency transaction to central bank.
- Checking of daily cash and other vouchers of branch
- Posting of cash, Online transactions and balancing of cash at day end.
- ATM /Welcome pack Issuance, destruction and record keeping.
- Disposal and arrangement of local and foreign currency from central bank
- Cash receipt and payment and daily day end balancing.
- Serve customers by providing product and service information and resolving product and service problems
- Opens customer accounts by recording account information.
- Maintained and ensured accu(invoices, fuelstatements and cash drawers).



## Contact

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## Highlights

- Coordinator / Deputy section Head Secondary School

(Army Public School & College Hamza, Rawalpindi Pakistan)

- Cashier / Customer Service officer  
(Summit Bank Pakistan)

- Assistant to chairman  
(JK Group of Companies Pakistan)

- Assistant Librarian  
(Lok Virsa Pakistan)

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## ❖ Assistant to Managing Director

### ❖ JK GROUP OF COMPANIES Faisalabad Pakistan (2006 to 2014)

- Vigilantly follow up on all incoming correspondence, including mails, emails, and miscellaneous documents.
- Interact with Governmental, Non-Governmental, and External Organizations to schedule and coordinate meetings for the Managing Director (e.g., FDT, YEO).
- Maintaining effective communication channels with both technical and finance staff.
- Supervise and coordinate administrative staff, ensuring seamless operational support.
- Oversee all Personal Bank Accounts of the Managing Director.
- Execute various assignments related to the Personal Assistant post.
- Engage in comprehensive yarn marketing activities.
- Coordinate production activities with mill personnel to enhance efficiency.
- Provide regular updates on the stock exchange position to the Managing Director.
- Compilation and management of all investment details related to the Managing Director's portfolio.

### ❖ LOK VIRSA ISLAMABAD

#### ❖ Assistant Librarian

##### LOK VIRSA, Islamabad Pakistan (Sep, 2005 to March, 2006)

- Expertly draft various types of letters related to library operations.
- Efficiently manage the circulation of library materials, maintaining accurate records.
- Meticulously maintain all books in a sequence, optimizing accessibility for library users.
- Implement procedures for systematic cataloging and shelving to enhance organization.
- Adhere to library policies and procedures, contributing to a well-organized environment.

## Professional skills

- Word, Excel, and PowerPoint for document creation, spreadsheet analysis, and presentations
- **English, Urdu, Arabic typing with 80 words** per minutes
- Experienced in creating, formatting, and analyzing data using spreadsheet software.
- Skilled in image editing tools such as Adobe Photoshop for enhancing and modifying visuals.

## Education

- **Masters /M.Ed Teacher Education -Allama Iqbal Open University PAKISTAN**
- **BACHELORS in Arts - PUNJAB UNIVERSITY LAHORE, PAKISTAN**
- **INTERMEDIATE in Arts – GULBERG COLLEGE LAHORE, PAKISTAN**

## Certifications

- Remarkable Performance as Class Coordinator 2022-2023
- Workshop Oxford University Press “Social Studies 2023
- Best Coordinator /Teacher (**Gold Medalist**) From **ARMY PUBLIC SCHOOL & COLLEGE PAKISTAN 2023**
- Digital Transformation in Higher education 2020
- Digital Teaching and Assessment: Challenges for students 2020
- E-Symposium “Global skills: Connect, collaboration, create “2020
- Basic teachers Education Course (BTEC Beginners+ Advanced) 2019-2020
- Workshop on Effective Compliance Management and Customer Care (Summit bank – 2018 Pakistan)
- Summit Bank “workshop on ADVANCE Excel” 2017