



MARIA YASMIN

COORDINATOR

PROFILE

Dedicated Academic coordinator / Front Desk Manager, with 12 years experience in administration and management of School. Collaborate effectively with students and faculty members. Focus on improvement of institution by implementing innovative strategies. Adept at curriculum development, assessment and faculty support.

PERSONAL INFORMATION

Nationality Pakistani
Email: mariayasmin2008@gmail.com
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Cell # 0923165650365

HOBBIES

- Event Management
- Art Work
- Travelling
- Books reading

ACADEMIC QUALIFICATION

- MASTER's in History (2016)
- BACHELOR's in Education (2016)
- BACHELOR's in Arts (2013)
- DHMS (4 Year Diploma in Homoeopathic Medical System (2007)

PROFESSIONAL COURSES

- PTCC (Professional Teaching Certificate Course)
(From 12th January 2017 to 14th April 2017)
- ELEC (Early Learners Education Course)
From 15th May 2017 to 26th May 2017.
- LMC (Leadership and Management Course)

PROFESSIONAL EXPERIENCE

- **SIR SYED SCHOOL CAMPUS 3**
TEACHING AND MANAGEMENT (2012 to 2024)
- **NATIONAL MARBLE INDUSTRY**
Marketing & Accounts (2007 to 2010)

PROFESSIONAL SKILLS

- Able to work under pressure and consistently meet deadlines.
- Receive and respond to incoming calls and office mails, handle social media accounts.
- Manage new admissions and hiring of staff / faculty members.
- Coordinate with faculty to conduct of examinations, Lesson Planning, preparation and delivering.
- Kept students engaged with fun and exciting activities.
- Organize Parent-Teacher Meetings, school Events and orientation sessions.
- Able to communicate effectively at all levels and willing to learn new skills.
- Highly organized and dedicated with positive attitude.
- Basic knowledge of Ms Office & Quick Book.