

Personal details



Sajida Raheem



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L-43 G.O.R-II S.M.C.S.H Karachi,
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Education

Graduation (B.A)

2016

Karachi University

Intermediate

2003

Board of Intermediate Education
Karachi

Matriculation

2001

Karachi Board

Skills

Effective Communication

Subject Matter Expertise ●●●●●

Customer Service Skills ●●●●●

Documentation Skills ●●●●●

Organizational Skills ●●●●●

Analytical Skills ●●●●●

Knowledge of Logistics
and Supply Chain ●●●●●

Languages

Urdu ●●●●●

Professional summary

With experience as a teacher and Export Assistant and Customs Clearing Assistant, I have honed my skills in Effective Communication, Subject Matter Expertise, Customer Service, Documentation, Organization, and Analysis. I possess knowledge of Logistics and Supply Chain, allowing me to excel in roles requiring attention to detail and critical thinking. I am committed to delivering high-quality work and providing excellent service to clients. My diverse background equips me to adapt to various challenges and environments effectively.

Experience

Teacher

2017 – Present

GSAL Primary School

As a dedicated Teacher at GSAL Primary School, I have had the privilege of shaping young minds and instilling a love for learning in my students. With over 5 years of experience in this role, I have gained valuable skills in lesson planning, classroom management, and student engagement.

Responsibilities

- Developed and implemented engaging lesson plans
- Maintained a positive and inclusive classroom environment
- Fostered strong relationships with students, parents, and colleagues
- Participated in school-wide events and initiatives
- Utilized various teaching methodologies to accommodate diverse learners

Teacher

Al-Shahbaz Academy (Sindhi Medium) as a Sindhi Language Teacher

As a Sindhi Language Teacher at Al-Shahbaz Academy (Sindhi Medium), I have had the privilege of teaching students from diverse backgrounds and helping them develop a strong foundation in the Sindhi language. With my passion for teaching and experience in the field, I have been able to create an engaging and inclusive learning environment for my students.

Responsibilities

- Developed lesson plans for Sindhi language curriculum
- Conducted interactive classroom activities to enhance learning
- Provided individualized support to students as needed
- Organized cultural events to promote Sindhi language and culture

Teacher

PN Model School Majeed SRE as a class Teacher

As a dedicated and passionate teacher at PN Model School Majeed SRE, I have had the privilege of shaping young minds and fostering a love for learning in my students. With a strong focus on creating a positive and engaging classroom environment, I have consistently received positive feedback from both students and parents.

Sindhi



English



Courses

- **English Language Course:** American Center Karachi (4 Levels)
- **Proficiency Diploma in English Language:** SDC
- **Diploma in Information Technology:** Grace Institute of Technology (One Year)
- **Workshops:** Participated in workshops held by AFAQ (Association for Academic Quality) on various subjects including Urdu, Sindhi, Yearly Planning, Teacher as Role Model, and Teaching Techniques

Responsibilities

- Developed lesson plans for diverse student population
- Implemented innovative teaching strategies
- Collaborated with colleagues to enhance curriculum
- Fostered positive relationships with students and parents
- Utilized technology to enhance learning experience
- Conducted regular assessments to track student progress

Export Assistant

Sanna Shipping

As an Export Assistant at Sanna Shipping, I gained valuable experience in the international trade industry. My role involved assisting with the export process, from coordinating shipments to handling documentation and communicating with clients. I also worked closely with customs officials and freight forwarders to ensure smooth and timely delivery of goods.

Responsibilities

- Coordinated export shipments
- Managed documentation for international trade
- Communicated with clients and freight forwarders
- Ensured timely delivery of goods

Customs Clearing Assistant

Freight System

As a Customs Clearing Assistant at Freight System, I gained valuable experience in the logistics and transportation industry. Working closely with customs agents and clients, I was responsible for ensuring that all shipments were properly cleared through customs and delivered on time. My attention to detail and strong communication skills allowed me to effectively navigate complex customs regulations and maintain positive relationships with clients.

Responsibilities

- Coordinated customs clearance for international shipments
- Communicated with customs agents and clients
- Maintained accurate records of customs documents

Custom clearing assistant

Sea and Air

As a Custom Clearing Assistant at Sea and Air, I gained valuable experience in the field of logistics and customs clearance. My role involved assisting the customs clearance team with various tasks such as preparing documentation, coordinating with port authorities, and ensuring compliance with customs regulations.

Responsibilities

- Port authority coordination
- Customs regulation compliance
- Assisted customs clearance team