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**Anjum**  **Saeed** **Ajman** | +971565230752

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[anjumsaed@gmail.com](mailto:anjumsaed@gmail.com)

Visit Visa Until: **Feb 16, 2023.**

DOB: **Oct 25, 1996.**

LinkedIn: [**linkedin.com/in/anjum-saeed-578019171**](linkedin.com/in/anjum-saeed-578019171)

Notice Period: **Available / No Notice required**

**Summery**

**Planner and the problem-solver having the skills to communicate with various people, support in budget preparation and logistics, and ensure all administrative tasks are carried out to the highest standards.**

**EXPERIENCE**

**Senior Staff Officer (Evening Shift)** Nov 2017 - Nov 2023

Center of Master Education, Kharian

* Working with and leading multi-disciplinary teams to ensure effective service delivery that is fully aligned to organizational values and plans.
* Contributing to employee engagement and an inclusive workplace through the proactive management of staff performance and development.
* Research, analyze and communicate information on specific issues and policies as appropriate, including compiling, preparing, and presenting reports, presentations etc.
* Involvement in the day-to-day financial management of capital and operational expenditure in the section or department, including preparation of budgets and maximizing funding opportunities where appropriate.

**Administrator (Morning Shift)** Nov 2017 - Nov 2023

Muazzam high school, Lalamusa

* Manage budgets, logistics and events or meetings
* Handle scheduling, record-keeping and reporting
* Ensure the school complies with relevant laws and regulations
* Develop and run educational programs
* Support in Hire, train and advise staff, Counsel students when needed
* Resolve conflicts and other issues
* Communicate with parents, regulatory bodies and the public
* Have a hand in the creation of the school curriculum
* Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)
* Help shape and uphold the vision of the school

**Front desk officer & Computer Lab Attendant** Mar 2013 - Oct 2017

Muazzam High School, Lalamusa

* Office management
* Conduction of Computer classes.
* Lab software and hardware maintenance.
* Teaching of Computer science subject.

**EDUCATION**

**Bachelor of Science (B.S.) - Computer Sciences**  Nov 2014 - Nov 2018

*The Superior College Lahore, Lahore Ranking #3 in IT and Aviation in Pakistan.*

CGPA 3.17

**SKILLS**

**Expert in:** Data Entry, Administration, Planning, Employee Files Handling, Staff Development, Technical Support

**Intermediate in:** English Language, Employee Training, Team leadership, Event Management

**Languages**

**Native:** Urdu, Punjabi **Fluent:** English

**HONORS & AWARDS**

**School Campus Ownership** 2017

*Given by Muhammad Naeem*

Muazzam Ideal Public School (Ban Kalas Campus)

**PERSONAL INFORMATION**

Nationality: Pakistani

Age / Date of Birth: Oct 25, 1996. / 27 Years

Marital Status: Married

Visa Status: Visit

Driving license: No