



# Komal Qadeer

**Administrative Assistant & Accountant**  
at Suffa Grammar School

Location: Sialkot, Pakistan  
Education : Bachelor's degree, Computer Science  
Experience: 4 Years, 1 Month

## CONTACT

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Location: Sialkot, Pakistan  
Name: Komal Qadeer  
Mobile Phone: +92.3414114474  
Country: Sialkot, Pakistan  
Email Address: [qutabshahawansahb@gmail.com](mailto:qutabshahawansahb@gmail.com)

LAST CV UPDATE: 2023-02-20

REF.: CV83701469

## TARGET JOB

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Target Job Title: Assistant Office Manager, Office Manager

Career Level: Management

Target Job Location: UAE

Career Objective: Communicative financial, specializing in informative presentations, cost accounting, and team management. Bachelors Degree in computer science and two related certifications. Extensive experience with a variety of computer software's. Hard-working and passionate administrator with 10+ years of experience.

Employment Type: Part Time Employee; Commission

Target Monthly Salary: AED 9,000 (≈ USD 2,450)

Notice Period: Immediately

## PERSONAL INFORMATION

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Date of Birth 21 April 1999 (Age: 23)

Gender Female

Nationality Pakistan

Additional Nationalities Pakistan

Residence Country Sialkot, Pakistan

Visa Status Citizen

Name in Arabic کومال قدیر

Marital Status Single

Number of Dependents 6

Driving Licence Issued From Pakistan

## EXPERIENCE (4 YEARS, 1 MONTH)

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February 2019 - Present

### **Administrative Assistant & Accountant**

at Suffa Grammar School

**Location:** Pakistan

**Company Industry:** Knowledge Process Outsourcing (KPO)

**Job Role:** Administration

Come up with a new idea that improved things.  
Saved money for the organization.  
Identified a problem and solved it.  
Worked on special projects.  
Re-organized something to make it work better.  
Contributed to good customer service.  
Saved time for the organization.  
Received awards.

## EDUCATION

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### **Bachelor's degree, Computer Science**

at Punjab University

**Location:** Sialkot, Pakistan

July 2019

**Grade:** 60 out of 100

1) Personal: received awards, won competitions, achieved high grades in studies, volunteering, participating in sporting events, etc. 2) Professional: saved the company time and money, increased performance, facilitated growth, met and exceeded work targets, etc



## SPECIALTIES

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### Problem Solving

Questions: 0

Answers: 0

## SKILLS

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### communication skills

Level: (Expert)

## LANGUAGES

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### Urdu

Level: (Native) | Experience: More than 10 years

## REFERENCES

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### Muhammad Naveed

Job Title: CEO

Company Name: Suffa Grammar School

Phone Number: +92.206465033

Email Address: [suffagrammarschool@gmail.com](mailto:suffagrammarschool@gmail.com)

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## **Sania Munawar**

**Job Title:** colleague

**Company Name:** The Educators School

**Phone Number:** +92.03252915239

**Email Address:** [saniapartner78@gmail.com](mailto:saniapartner78@gmail.com)

## **MEMBERSHIPS**

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### **Suffa Grammar School**

**Membership/Role:** Administrator

**Member since:** February 2019

