

# SAIMA Jamil

House no. A230, Gulistan Colony, Phase II, Wah Cantt.

Cell No: 0302-5588561, 0330-5961505, 051-4535230

E-mail:saima.j2807@gmail.com

CAREER OBJECTIVES: To impart my knowledge and skills in a best possible manner to bring some positive change in the society and to enhance my skills further

## Work Experience:

### As a Teacher (4 ½ years):

- Worked in Alhuda Montessori & School as a teacher from April 2013 to December 2015.
- Worked with The Trust School, Green Town Lahore (A project of TEDDS) as a teacher from Sep 2012 to March 2013
- Worked with GSIS (Golbal System of Integrated Studies) Islamabad as a Teacher from Jan 2011 to June 2012

### As a team member of Management:

- Worked with Askari Cement Limited Wah as Asstt. (HR) from July 2001 to May 2005

#### Job Responsibilities:

Job description changed from time to time. But the main jobs performed there, are:

- Receive Resumes, scrutinize them and maintain a data bank to consult as per requirement
- Maintain data base of the employees
- Maintain personal files of the employees
- Receive resumes against advertisements; initial scrutiny; assisting interview panel; making arrangements for interviews; process induction cases; issue appointment letters

- Handle the applications of the employees
  - Process resignation cases
  - Assisted in making service rules and policies
- Worked from time to time on adhoc basis for some comparatively smaller organizations to prepare their cash books; sales record; Expense record and financial statements (Profit & Loss; Balance Sheet)

### **Qualification:**

MA Islamic Studies Passed in 2019 from AIOU

ACMA: Foundation I, Foundation II, Professional I (passed)

DIT: From Technical Board Punjab in year 2001

B.Sc: Passed in year 2000 from University of Punjab with 1<sup>st</sup> Div with Math, Stat, and Eco

### **Computer Skills:**

Good at using:

- Microsoft Word; Excel; PowerPoint

Not used in last 5 years but was good at:

Peachtree Accounting

QuickBooks Accounting

### **Personal Information:**

Date of Birth: May 02, 1979

CNIC No: 37406-2993539-8

Marital Status: Married with three kids

Religion: Islam