

# SAADIA UMER

Academic Coordinator OLEVELS/ IGCSE/ EDEXCEL

**Address** Islamabad, Pakistan 46000

**Phone** +923445525919

**E-mail** arzoo.fatima@gmail.com

I am actively seeking a position as a Student Counsellor, Academic Head, Coordinator, or Higher Administrator, where I can leverage my deep passion for children's development, along with my extensive skills and experience, to bring about a meaningful and positive impact within your institute. With a background as an attentive high school teacher and academic coordinator, I possess exceptional communication skills. I am well-organized, driven, and proficient in working effectively under high-pressure situations. My ability to strategize crisis management further strengthens my qualifications for this role

## Skills

Public Relations

Excellent

Customer Services

Excellent

## Work History

2017-08 - Current

### O Levels Academic Coordinator OLEVELS/IGCSE/EDEXCE

*Roots School System Flagship campus, Islamabad*

- Monitored academic progress for outgoing classes including OLEVELS/IGCSE/EDEXCEL.
- Handled Cambridge Exam registrations and entries through the portal.
- Maintained daily communication with teachers, students, and parents.
- Managed fee recovery processes.
- Oversaw O levels exam class curricular and co-curricular activities, including student counseling and entries in Cambridge exams.
- Provided students with counseling on subjects, activities, and profile building.
- Offered psychological and emotional support to students.
- Assisted students, parents, faculty, and visitors in the office.
- Managed and maintained student WhatsApp broadcast groups.
- Coordinated daily activities for high school students, encompassing clubs, user fees, daily bulletins, proms/socials, guest speakers, special events, and outside vendors.
- Handled general office duties, such as phone and message responses, incoming/outgoing mail, student filing, daily attendance, tardies, dismissals, faculty information assistance, and office equipment maintenance.

- Coordinated with respective institutes for various contests.

**2017-01 - 2017-07**

## **Class Teacher**

*Pak Turk International school & college, Lahore*

As a Class Teacher, I:

- Conducted engaging small group and individual classroom activities to foster interactive learning experiences.
- Organized productive parent-teacher conferences to optimize student learning opportunities and collaboratively devise solutions for challenges.
- Delivered instruction in English, Science, Mathematics and Guidance to primary-level students, catering to diverse learning needs and styles.

**2011-03 - 2013-04**

## **Primary School Teacher**

*AV Girls High School , Lahore*

In my role as a Secondary School Teacher, I:

- Took full responsibility for the academic advancement of a class of secondary-age pupils.
- Delivered comprehensive instruction in Science subjects, including Computers and Math.
- Provided engaging lessons in Humanities subjects, with a specific focus on English.
- Orchestrated the classroom environment and curated displays to cultivate a positive atmosphere for learning.
- Designed and executed lesson plans that catered to the diverse range of abilities within the classroom.
- Offered valuable feedback to parents regarding pupils' progress through parents' evenings and other relevant meetings.

**2008-09 - 2009-11**

## **Admission Advisor**

*Roots School System, Head Office, Rawalpindi*

In my professional journey:

- Worked effectively in the Customer Communication Department, contributing to enhancing customer interactions and satisfaction.
- Led the Public Relations team, ensuring smooth communication and fostering positive relationships with stakeholders.
- Delivered computer education to the Primary Section in Lahore, equipping students with essential digital skills.
- Orchestrated various school events, creating engaging and memorable experiences for students, parents, and staff.
- Maintained and meticulously monitored databases, ensuring accurate and up-to-date records.
- Assumed the role of an ICT and Computer Science teacher, imparting knowledge and skills to primary-level students.

**2006-06 - 2006-09**

## **Network Intern**

*Oil & Gas Development Co Ltd, Rawalpindi*

During my tenure, I:

- Collaborated closely with officials in the Software & Networking section, offering valuable support and assistance.
- Participated in training workshops focused on database management, enhancing my skills and knowledge in this area.

## **Education**

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**2003-09 - 2007-09**

## **BS (Hons) : Computer Science**

*Allama Iqbal Open University - Islamabad*