Email shahnazbashir@me.com

Address 6 Peppermill Rd Roslyn,NY 11576

Phone 9176086095

Shahnaz Bashir

Objective

 I have over 5 years of Experience in Office Administration in 3 different Departments of Saudi Arabia. I am willing to apply in a place where I could apply my technical skills and have a bright chance of Growth.

Experience

Umc Contracting Est.
HR Manager
Saudi arabia
June-2009 - August-2010

- **Control Manager in CEOS Office**.
- Working to manage basic office needs, working with the Marketing Department to plan Conferences, Seminars and Meetings.
- Negotiated contracts with vendors.
- Responsible for corporation activities, data manage, email department, Investment, Overseas operations, etc.

Explorer International School(British curriculum)
Management Supervisor
Jeddah,Saudi Arabia
August-2010 - January-2011

- Worked as an **Academic HR Supervisor.**
- Prime responsibilities of HR department
- ENGLISH, COMPUTER, MATH syllabus Co-coordinator.(British curriculum)
- Responsible for providing educational guidance and assistance for students by planning schedules.

MAIC Contracting Est.
Office Administrator
Jeddah, Saudi Arabia
March-2011 - April-2012

- Worked as an *Administrative Assistant.*
- Responsible for providing GM in managing his daily activities, from monitoring his calendar to performing administrative duties.
- Handling office email and scheduling responsibilities

PISJ-ES
IT Teacher
Jeddah Saudi Arabi
September-2017 - January-2019

- Experience in **IGCSE (British) curriculum schoo**l located in Jeddah, KSA
- *Worked as an IT teacher. (teaching MS Word, Ms Logo, Ms PowerPoint , Ms Excel)*
- Responsible for providing educational guidance and assistance for students by planning schedules, recommending courses.

Education

Hayat ul islam Girls
College
HSC / FSC Computer Science
Karachi Pakistan
2005

●

Virtual University of
Pakistan
BS (information technology)
JEDDAH, SAUDI ARABIA
2011

●

Queens college of
NewYork
BSCS
NY
2023

● Currently enrolled in City University NewYork (Queens college)
doing Graduation with Computer science majors.

Certifications & Courses

Certificate of Appreciation (2017-2018)

Certificate of Completion / British Council / Engaging with Assessment for learning(2018).

Certificate of Completion / British Council / Engaging with Professional Development - Keeping up to Date(2019).

Certificate of Completion / British Council / Engaging with Professional Development - Peer Observation(2019).

Languages

ENGLISH	Advanced
Arabic	medium
URDU	Advance
Punjabi	Good

Skills

(MS OFFICE (Efficient)) (English Fluency)

(Python Coding)