

ZAINAB SUBHAN

PERSONAL DETAILS

Zainab Subhan
E:zainabwisalkhan@gmail.com
MOB: +447901844213
LinkedIn URL:
www.linkedin.com/in/zainabsubhan
Total Experience: 10 years
Address: Bolton, UK
Student Visa

AREAS OF EXPERTISE

- Relationship Building
- Positive Attitude
- Effective teamwork
- Student Exam preparation
- Arranging CAT4 assessments for students
- Monitoring absences
- Customer Service
- Documentation Management
- Generating Reports
- HR Processes and systems
- Preparation of Resignation and Termination letters
- Preparation of leave and final settlements
- Calendar Management
- Generating HR reports

PERSONAL STATEMENT

A desire to work with qualified professional people to learn and gives an opportunity continuously to maintain, develop and improve my professional skills to grow along with the organization. Right now, I'm looking to further career by using drive and determination to succeed in my career that has exceptional growth potential.

CAREER SUMMARY

GEMS Wellington School- Doha, Qatar

ADMISSION SECRETARY – SEP 2020 – SEP 2023

- Organize and manage the admission procedures of students in order to maintain school specific enrollment budget consistently throughout the academic year.
- Ensuring all students are registered in accordance with the GEMS Enrolment Process and the specific governing bodies.
- Support the School Registrar by meeting with prospective parents to explain admission procedures, curriculum, fee structure and regulations.
- Maintain an accurate record of all places available at school and up to date waitlist.
- Update, maintain and manage the student information OASIS database.
- Carrying out assessments of students within agreed timeframe.
- Maintain and create files for all new applicant, new students, current student, exiting students and alumni and complete all exit documents for students withdrawing from School.
- Responsibility for pursuing pupils' absence including recording/ monitoring of absence and production of report on SIMS.
- Liaise and build positive relationship with parents and all staff members.

Al Jazeera Academy- Doha, Qatar

ADMIN SUPERVISOR – OCT 2017 – AUG 2020

- Supervises students during non-curricular periods such as before and after school hours and lunch periods.
- Anticipates potential injuries and takes the initiative to intervene.
- Establishes positive rapport with students.
- Performs duties in compliance with Safety regulations and Child Protection and Safeguarding Policies and Procedures.
- Undertaking reception duties including questioning telephone and responding to queries and enquiries and dealing with visitors.
- Coordinating in the clerical arrangements for School trips and obtain approval from MOE.
- Responsibility for pursuing pupils' absence including recording/ monitoring of absence and production of report on SIMS.
- Invigilating IGCSE and A Levels exam.

PROFESSIONAL SKILLS

Excellent planning, organizing, interpersonal and communication skills.

Strong analytical skills tied with the ability to manage multiple tasks efficiently under pressure while meeting the deadlines.

Sense of urgency, responsibility, confidentiality, and related code of ethics.

Motivated and Hardworking

COMPUTER SKILLS

- Salesforce, Phoenix and SIMS.
- Microsoft Dynamics for HR purposes.
- Microsoft Office for word processing, spreadsheet and reports.
- Internet & E-mail.

LANGUAGE PROFICIENCY

- English
- Arabic (intermediate)
- Urdu / Hindi

Tedeschia- Construction Enterprises –Doha, Qatar

HR OFFICER – OCTOBER 2015 – January 2017

ROLES AND RESPONSIBILITIES

- Liaise with various departments on HR related issues and coordinate with HR manager on day-to-day activities.
- Prepare terminations and warning letters and prepare leave and final settlements update in the summary sheet.
- Receive and verify all types of Leave Application and update leave information in Microsoft Dynamics Nav System.
- Prepare leave settlements and final settlements.
- Prepare pay slips and distribution of the same to concerned employees.
- Support on ISO- 9001 Quality Management System implementation (Documentation/modification/Serial numbering filing etc.)

Petrotec committed to Oil and Gas-Doha Qatar

PROJECT COORDINATOR – AUG 2014 – May 2015

Maintain good communication with technicians and contractors to assure timely and efficient completion of jobs, proper communication of issues. Ordering equipment/parts for projects and managing all tracking info and inputting all data into monthly reports and calendar.

Naseem Al Rabieeh Medical Center –Doha,Qatar

RECEPTIONIST/SITE COORDINATOR – September 2013 - July 2014

TRAINING COURSES AND WORKSHOPS

- Attended workshop on **Email writing Skills** from British Council Qatar.
- Attended workshop on **Presentation Skills and Body Language** from British Council Qatar.
- Attended workshop on **Negotiation Skills** from British council Qatar.
- Attended workshop on **Customer Service Skills** from British Council Qatar.

ACADEMIC QUALIFICATIONS

BOLTON UNIVERSITY- UK MSC INTERNATIONAL MANAGEMENT (2023-2024)	IN PROGRESS
INSTITUTE OF MANAGEMENT SCIENCES, PAKISTAN BBA (HONS) IN HRM (3.6 CGPA)	2008-2012

REFERENCES

Liezel Bonthuys (School Registrar- GEMS Wellington School, Qatar)
Email: l.bonthuys_wsq@gemsedu.com