



# Syed Waris Babar

Administrator at Sunrise Academy

## Contact Info

03214885221

waris9100@gmail.com

House # 3 Street # 2 Ghaziabad, Lahore.  
Lahore, Pakistan

A diversified and target driven professional with 3 years experience in Administration and Education industry, covering the fields of Budgeting, Operations, Customer Service, Administration and Analysis & Reporting. Responsible for designing and monitoring information system for better visibility and decision making, influences and recommends directions to help shape new business development, administrative structure strategy based. Attract clients by directing business strategies, promoting business / organization nationally and directing staff.

## Strengths & Skills

- ✓ Administrative Skills
- ✓ Communication Skills
- ✓ Computer Skills
- ✓ Counseling
- ✓ Documentation
- ✓ English
- ✓ Microsoft Office
- ✓ MS Excel
- ✓ MS Word

## Academics

Title	Institute	Score	Date
MBA	University of Sargodha, Lahore	3.5 CGPA	2018
B.Com	The Superior College, Lahore	60%	2015
I.Com	Govt. Islamia college, Lahore	75%	2013
Matriculation	Takbeer Model High School, Lahore	60%	2011

## Certifications

Title	Authority	Date
Computer Foundation	Institute of professional and computer technology.	Starting March 2019

## Experience 3 years

Company	Designation	Duration	
Arqamhouse Public Boys High School	Teacher	Dec 2018 - Present	1 year
NECS School System	Teacher	Aug 2017 - Aug 2018	1 year
Sunrise Academy	Office Administrator / Office Coordinator	Oct 2015 - Present	4.2 years

## Work History

Arqamhouse Public Boys High School	Dec 2018 - Present (1 year)
Teacher	Lahore, Pakistan
I am currently working in Arqamhouse Public Boys High School as an Computer Teacher dealing with the students at matriculation level. I have got best teacher award from this school and an appriciaiton award from the Principal.	
NECS School System	Aug 2017 - Aug 2018 (1 year)
Teacher	Lahore., Pakistan
I worked as an Computer teacher at NECS School System.	
Sunrise Academy	Oct 2015 - Present (4.2 years)
Office Administrator / Office Coordinator	Lahore, Pakistan
Currently working as Administrator in Sunrise Academy. Providing queries to the visitors, handling student affairs, dealing with teachers, collection of fee, arranging meetings, accounts maintenance and correspondence with the higher authorities. Responsible for all administrative matters of Academy.	

## Projects

### Promotion Coordinator

Feb 2014 - May 2014 (3 months)

**Company:** NEO TV / Ch. Abdul Rehman

[www.neonetwork.pk](http://www.neonetwork.pk)

**Tools:** Social Media, Personal Relations, Stalls etc.

I, and my team worked for the promotion on NEO TV Channel. We have used social media, personal relations for the promotion and at the time of opening/innauguration we have arranged different events in differebnt parks accross the city i.e Lahore.

## Awards

Title	Authority	Date
Best Teacher	Arqamhouse Pubic Boys High School	2019
Best Employee	Sunrise Academy	2018

## References

**Ammad Arshad | 0324-8004444**

Imperial College of Business Studies  
ammad.arshad@imperial.edu.pk

## Industries

- Education/Training

## Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

## Functional Areas

- Administration And Office Support
- Teachers/Education, Training & Development

## Hobbies

- Reading Books
- Teaching
- Writing Articles
- Creating Designs
- Playing Cricket