**R E S U M E**

**TAHIRA SAJJAD HAIDER**

**INTRODUCTION**

Tahira Sajjad W/O Sajjad Haider, Nationality: Pakistani, Passport: Pakistani, Marital Status: Married, Mobile: 03335044848, [umetahira@gmail.com](mailto:umetahira@gmail.com)

**CAREER OBJECTIVE**

I want to have an ever-broader view of complex business issues, an understanding of international markets, higher prospects, and sharp analytical skills with innovative ideas and to implement these ideas on a dime. I want to make this world a better place to live in.

**ACADEMICS**

**Degree University/College Div/CGPA Session**

MCS International College of

Management Sciences, Faisalabad 3.1 1999-2001

Bachelors’ University of Central Punjab,

in Commerce Lahore 1st Div 1997-99

HSSC (Pre Medical) Faisalabad Board of Education 1st Div 1996-97

SSC (Science) Faisalabad Board of Education 1st Div 1994-95

**ACCOMPLISMENTS**

Built an American based school system in the downtown area of Khushab. fb link: <https://www.facebook.com/smilelearningphd/> SMILE International Learning School.

Got scholarship (for getting first position) at college-level in F.Sc.

Got awarded for standing first in All Schools Calligraphy competition.

Got Certificate and Training on National Cadet Corpse.

Enjoying a good fame in Education & Professional Industry due to distinctive work and Value Added Services for all the institutes I remained associated.

WORKING ERA (Experiences)

**Latest Experience**

Principal - SMILE International School – Padhrar, Khushab (First Smart School of the town)

Opened the school in 2017, running successfully and enjoying a very good fame throughout the Soonz valleys of Khushab.

**Experience at Sohar, Oman Sep, 2015 to Aug, 2016**

AL SALAM INSTITUTE OF MANAGEMENT SCIENCES – As Admin Manager & Trainer (taking the subjects in Management Sciences)

Experiences at Faisalabad, Pakistan

**THE ACE SCHOOL SYSTEM Dec, 2013 to Dec, 2014**

As PRINCIPAL of the System. An army based setup, A project of THE ACE Newspaper, Pakistan.

**FAYSAL BANK LINMITED Feb, 2008 to Aug, 2012**

Area Head office, Civil Lines, Faisalabad, Pakistan

(Around 5 years working experience at FBL coordinating & dealing with HR /GS issues of 14 branches as Area Coordinator)

**Responsibilities AS HR Coordinator and Training Manager**

Assist the Area Manager in the day-to-day activities/tasks, Receive and maintain the CVs of prospective applicants, Arrange meetings / interviews schedules as and when required, Circulation, inquiries and collection of reports from Branches e.g. feasibilities of new branches etc.

Preparing presentations for Area Manager as and when required. Attending to NAB/SBP inquiries, coordination with all Region Branches and correspondence with Internal Audit. Department and Head Office, Hot and core deposit reconciliation with the Region figures on monthly basis. Coordination between Branches and departments e.g. Head Office I.T. for equipment requests, S&PD for DMTS files follow-up and Country Operations for follow-ups/confirmations of related matters etc. Coordinating for HR issues between Branches and Regional HR Manager and/or HRD HO. Act as coordinator between HRD (Regional/HO) and Branches for all recruitment documents. Coordinate with HRD HO and Branches for internship requests

Coordinate with HRD HO for all transfers/rotations within Area Branches. Coordinate with HRD HO for finalization of all Area Branch Organogram and changes therein.

Coordinate with HRD HO on performance appraisal exercise for Area Staff

**Other Responsibilities**

Backup of Area Manager

Any other responsibility assigned by Area Manager

**IMIT COLLEGE Nov, 2008 – Dec, 2013**

5-years’ Experience of LECTURERSHIP on Management Sciences with specialty in Accounting & Finance and Business English.

Value Added Services for the institute as and when requires like; Administration, Planning & Coordinating, Conducting Workshops both for the staff and students.

**FATIMA JINNAH COLLEGE Sep, 2002 – Nov, 2007**

(an Institute of Anjuman-e-Islamia) ®

AS College Lecturer

5-years’ Experience of LECTURERSHIP and have been enjoying title of Head of IT Dept of all related institutes of Anjuman-e-Islamia ®

Also performed duties as Board and Examination marking

AS College PRINCIPAL

(an Institute of Anjuman-e-Islamia) ®

Also performed as College Principal upto a small period but left the setup since I made me own school system in Khushab.

**LITTLE ANGELS SCHOOL SYSTEM Sep, 2001 – Sep, 2002**

1 Year as Computer & English Teacher starting from 2001-02

An Active member of Co-Curricular Activities,

Member of Debates Society

**PROFESSIONAL SKILLS**

* Information Technology (High level aptitude)
* Persuasive communication and Interpersonal skills
* First-rate Technical/Report writing, Analytical and Presentation Skills.
* Confident
* Elegant Profile
* Convincing Speech
* Good Motivator
* Leadership Spirit
* Innovative ideas and Survey Based Studies
* Vigilant Eyes
* Updated with environment
* Time Management Skills
* Record Keeping
* Work within Budget and adhere deadlines
* Can work under challenges and proficient in Stress Management
* Takes additional assignments diligently

**HOBBIES**

* Poetry: have written my own version of English poems to be published soon.
* An active participant in co-curricular activities during school and college days
* An avid reader of Urdu & English Literature.
* Also enjoy net surfing and home décor and dress designing

**References:**

On Demand.