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|  | | Focus on management, student  affairs & social responsibility | | | |  |
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|  | | | | | | |
|  | **Administration**  **Teaching**  **Training** | |  | |  | |
| MAIRA KHAN  MBA - HR  E-mail: [mairakhan86@outlook.com](mailto:mairakhan86@outlook.com)  Mobile: +92 321 4503661 | |
| **SUMMARY** A professional with an administrative and teaching experience who works very focused and is very good at managing donors, volunteers and student affairs.  I am positive in nature always trying to increase motivation and unity among my team & students. My greatest strength lies in organizing my work and time by prioritizing the assigned tasks.  Recruitment  10 -2018 – 08-2019 The Knowledge School Instructor  10-2015 – 07-2017 Alkhidmat Foundation *Manager RM*  01-2014 – 09-2014 The Educator School *Adm. & Teaching Faculty* | | | |  | Certificate Of Appreciation:  Best Performance at The Knowledge School - Expo Centre Campus  Skills & Attributes  Team coordination  Keen observer  Multitasking  Flexibility  Integrity        **Tools**  Microsoft word  Microsoft excel  Microsoft powerpoint  Microsoft outlook  Inpage 2009  Languages  English Fluent  Urdu Mother tongue | |
| Professional Certification Course:  Continue Content marketing & SEO fundamentals , LUMS  Continue Graphic Designing , BETS  Education  2012 MBA (HR), University of Central Punjab (UCP), Lahore  2008 B.Com, Punjab College of Commerce (PCC), Lahore  2005 Intermediate, Govt. Gulberg College for Women, Lahore  **Other Certifications**  03-2019 Classroom Management & Communication Skills, TKS  11-2016 Effective Program Management, AKFP  05-2015 Basic Software Application Program, BETS | | | |

Maira Khan

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Experience  
2018 – Aug 2019 **The Knowledge School (TKS)** – **Expo centre campus**

(A project of University Of Management And Technology)

(formerly Leads School System)

*Teaching Faculty / Instructor*

My core role was as a social studies teacher & Life and Learning

skills (students training)

* Lesson planning
* Student affairs
* Students assesment
* Preparation of supportive material for lectures
* Activity based teaching techniques / learning for students
* Assist in co-currical activities

2015 – 2017 **Alkhidmat Foundation Pakistan, women wing**

***Manager Resource Mobilization***  *(equivalent to Coordinator)*

My core responsibilities at women wing were:

* + - * + Coordination with regions, head office and follow up
        + Prepared annual calendars of Orphan and RM departments
        + Facilitated donors and volunteers about their queries
        + Coordinated Volunteer Management Desk of women wing
        + Donors and volunteers record keeping
        + Preparation of newsletter
        + Reporting to higher authorities.

2015 **HR Logistic (HRL) -** Consultancy Firm by Lasani group

# ***Internship (12 weeks)***

2014 **The Educator School – FM Group (formerly SAHAR III)**

(A Project of Beaconhouse School System)

***Administration and Teaching Faculty***

My core responsibilities were:

* + - * + Reporting to Vice Principal and Directors regarding the school’s day to day affairs
        + Worked as a teaching faculty (**Computer Science**)
        + Managed multi-tasking job. In Administration dept. as **Assistant**

**Accountant** and **teaching faculty**

* + - * + Making of employees attendance & payroll, maintaining records

(students and employees)

* + - * + Preparation of expense and revenue reports
        + Scheduled meetings / interviews
        + Student affairs & lesson planning
        + Preparation of supportive material for lectures.

References

It will be provided on request.