**Maryam Asad**

***Mailing Address***

**Cell: +92347-0603957**

**E-mail:** [**maryam.asad40@gmail.com**](mailto:maryam.asad40@gmail.com)

**CNIC No : 35202-3098840-2**

**Address**: House No. 19M street 55B, Khyber park 2, Sant Nagar, Lahore.

**Date of Birth :**7 April 1993

**Objective:** I enjoy new challenges and I like to work in demanding situations. Though I just have teaching experience, but I am looking for a professional career in any field which will provide me unlimited growth opportunities and suitably reward my skills. To work in challenging, corporate environment, where any potentials and abilities are utilized to optimum and can contribute highly at achieving organizational goals through my sincerity and devotion.

***Professional Experience***

*Organization***:****Allied School**

*Designation* :**Teacher / Receptionist**

*Period* :**April 2018 - February 2019**

**Key achievements/responsibilities**

* Assesses and records student development, while identifying problem areas and areas which need attention and improvement.
* Provides a safe, positive learning environment for students.
* Communicates with any and all other staff members who engage with students.
* Communicates with parents as per school guidelines on a regular basis, including presenting student progress reports and informing parents of requisite student discipline.
* Maintains order and discipline among students while promoting safety and compliance with school rules and guidelines.
* Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
* Scheduled appointments for teachers and staff
* Assisted with general duties such as answering phone calls, making copies and filing

***Academic Qualification***

* **Bachelors of Business Administrations BBA (4 years Program)**

University of veterinary animals and science **2013-2017**

* **(Intermediate of Commerce) I.Com**

Lahore College for women university, Lahore **2010-2012**

* **Matriculation**

Abdali Grammar School, Lahore **2010**

***Academic Project***

* Consumer behavior and satisfaction in UVAS meat shop
* **Orient Traders International**

Increasing the sale of DOXYVETo - 50 S

***Skills***

* Excellent presentation skills
* Good Communication skills (written and verbal)
* Time management
* Positive attitude
* Ability to work under pressure
* Customer service
* Teamwork and delegation
* Efficiency & Professionalism
* Multitasking capabilities

***Computer Skills***

* Good Command on Computer
* Operating System; Window,7,8.1
* Sound knowledge of **MS WORD,**

**MS PowerPoint, MS EXCEL, Share Point**

* Expert in Internet, E-mailing
* Editing and Proofreading
* Record and database maintenance over the computer

***Interests***

* Listening Music
* Travelling
* Art and craft
* Cooking

***Language***

* English
* Urdu

***Reference***

Will be furnished upon request.