*Umrana Baig*

Cell no: 03364807004 / 03217165848

**email:** [umranabaig@yahoo.com](mailto:umranabaig@yahoo.com)

**Address:** Friends Marriage Hall, Fareed Road, Satellite Town Gujranwala

**Professional Experience**

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| --- | --- | --- | --- |
| **Post** | **Institute** | **Subject** | **Year** |
| Senior mistress/Coordinator | The Elite School, Gujranwala | Looking after over all school system plus academics | 2019-till now |
| O’ Level Coordinator/administrator/teacher | The City School Senior Campus | Economics 2281  Business Studies 7115 | 2002-2013 |
| MBA Tutor | AIOU Gujranwala Regional Campus | Marketing  Global Marketing  Advertisement | 2008-2010 |
| O ’Level Teacher | Beacon House School System | Economics 2281  Business Studies 7115 | 2013-2014 |
| O ’Level Teacher | The City School Senior Campus | Economics 2281  Business Studies 7115 | 2014-2015 |

**Professional Qualification**

|  |  |  |
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| **Program** | **Institute** | **Year** |
| Stage 2 Intermediate Course in Cambridge O level Economics | British Council Lahore | 2009 |
| Professional Development Program | The City School Gujranwala | 2011 |
| Education UK Career Counsellors Symposium | British Council Lahore | 2012 |
| Cameo Training | British Council Lahore | 2012 |
| Personality Development | Youth Career Management | 2014 |
| 4th Education UK Career Counsellors Symposium | British Council Lahore | 2012 |
| Managing Academic Thesis | IRP The University of Lahore | 2015 |

**Academic Preview**

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| **Program** | **Institute** | **C.G.P.A / Division** | **Year** |
| MBA (Marketing) | University of Central Punjab, Lahore | 2.88 | 2004 |
| B.Com | Punjab University, Lahore | 1st Division | 2002 |
| I.Com | Pakistan Urdu School, Bahrain | 2nd Division | 2000 |
| Matric (Science) | Pakistan Urdu School, Bahrain | 1st Division | 1998 |

**Career Objective:**

Seeking proactive mature and result vented position in an organization with opportunities for growth

**Reference:**

On Demand