Samra Nawaz

House # 909, lane 11 b, Gulshabad, Adiyala Road, Rawalpindi

Cellular no: 03105283629

samraahmad2002@gmail.com

Objective:

To serve the organization effectively and efficiently as an energetic individual and being a team.

Work Experience

June 10, 2023- February 13,2023 **Teacher**

International Islamic University Islamabad Schools, Rawalpindi

March 15, 2018- March 2019 **Teacher,**

Kinder Garten School, Rawalpindi

March 24 2017-Feb 28, 2018 **Teacher,**

Silver Oaks School, Rawalpindi

Jan 24,004- Jan 11, 2007    Asstt Program Coordinator (Public Administration)

Fatima Jinnah Women University, Rawalpindi

Duties:

* To prepare scheme of studies
* Assist department chair in daily administrative functions and with undergraduate and graduate program operations, including scheduling and faculty assignments.
* Manage all main office operations of the department.
* Maintain department calendar and ensure to meet deadlines.
* Prepare meeting agenda, schedule department meetings and distribute minutes.
* Coordinate and organize department related special event such as Concerts, Artisans Melas, and Workshops.
* Coordination between students and teachers
* Respond to work requests from department staffs in timely and accurate manner.
* Provide general administrative and clerical support.
* Draft letters, correspondence, memos, documents, and plans as requested.
* Coordinate departmental information and processes with various campus departments.
* Perform related duties, as assigned.

Sep 16, 03 - Jan 24, 04    Office Assistant in Admission Office

                Fatima Jinnah Women University, Rawalpindi

Duties:

* Process incoming applications for all degree programs, checking qualifications, the validity of decisions and authenticity of results
* Manage the admissions processing of programs in close liaison with academic departments applying agreed criteria to make admissions decisions consistently and fairly.
* Check and verify the fee classification of applicants.
* Provide clarifications to student’s queries.

Qualification

2000-2002             Masters of Public Administration

                Fatima Jinnah Women University, Rawalpindi

1997-1999            Bachelors of Arts (Sociology, Islamic Studies)

                Government Viqar-Un-Nisa College, Rawalpindi

Computer knowledge

Office packages         Microsoft Word

                Microsoft PowerPoint

Workshops and conferences attended

* Workshop attended on “Conflict Resolution” held in Fatima Jinnah Women University, Rawalpindi.
* International Conference on “Earthquake 10/8: Social, Human And Gender Issues” arrange by Fatima Jinnah Women University and University Of AJK