



SHAMSA ANWAR KHAN

LECTURER/ COORDINATOR/IT SYSTEM ADMINISTRATOR

PERSONAL SUMMARY

An energetic, hardworking woman who has a long-lasting future. Able uphold good order on sites whilst working within a company's procedural guidelines and ensuring a high quality of service is consistently maintained with optimum efficiency. Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty.

CAREER HISTOR

ISLAMIA COLLEGE OF EDUCATION PALLANDRI (A.K)

LECTURER:

April 2018-FEB.2021

Duties/Responsibilities

- *Planning teaching, including lectures, seminars/tutorials and learning materials.*
- *Meeting students individually to discuss progress.*
- *Checking and assessing students' work.*
- *Pursuing research.*
- *Interviewing potential student*
- *Public Speaking. ...*
- *Time Management. ...*
- *Self-motivation. ...*
- *Interpersonal Communication. ...*
- *Record Keeping.*

CAREER STATEMENT

"I feel that my greatest strengths are firstly my willingness to take responsibility for all duties within my jurisdiction. Secondly my ability to quickly understand a member of the public's needs, and thirdly my positive attitude to dealing with any problems that I may come across."

PERSONAL SKILLS

*Service orientated
Responsiveness Leadership
Skills Professional
Judgement Problem solving
Super organized
Decision making
Energetic
Self-control*

*Excellent communicator
Tactful & articulate
Problem solving
Well-organized
Influencing skills*

ALDUHA INSTITUTE OF ISLAMIC AND MODERAN STUDIES A.K:

COORDINATOR/IT SYSTEM ADMINISTRATOR:

March2021-April2022:

- *Communicating with clients or employers about project, event or campaign expectations and goals.*
- *Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds.*
- *Delegating tasks to appropriate team members.*
- *Scheduling.*
- *Organizing.*
- *Record keeping.*
- *Monitoring progress.*
- *Tracking paperwork.*
- *Updating team members and partners.*
- *Managing information flow.*
- *Knowledge of different operating systems (Microsoft, Unix, Linux, etc.)*
- *Basic programming skills.*
- *Hardware knowledge.*
- *Attention to detail.*
- *Problem solving mindset.*
- *Critical thinking.*

KEY COMPETENCIES AND SKILLS

PERSONAL DETAILS

ACADEMIC

QUALIFICATIONS:

ABASYN UNIVERSITY
MSCS3rd Semester (2020-2022)

WOMEN UNIVERSITY
BAGH AJK:
MCS (2015-2017)
CGPA:3.12/4.00

UNIVERSITY OF AJK
BSC (2013-2015)
Marks Obtained:486/900

AI KHAIR
UNIVERSITY AJK
B.Ed.

BISE –AJK Pakistan **2012**
FSC

BISE –AJK Pakistan **2010**
MATRIC

Shama Anwar Khan
DOB: 19 feb-1994
Mobile #: +92-3120972286

Email:shamsaanwar680@gmail.com

Marital Status: Married
Nationality: Pakistan

REFERENCES-

Available on request.

Professional

- Ability to maintain composure when exposed to stress.
- Neat and professional appearance.
- Outstanding customer service skills and focus.
- Able to memories different faces.
- Strong work ethic; self-starter; results orientated.
- Able to handle sensitive and confidential situations.
- Operating complex and standard office equipment.
- Providing direction and guidance to staff on security issues.

Personal

- Acting with the highest ethical standards and always treating others fairly & with respect.
- An approachable & professional manner.
- Having a strong sense of urgency.
- Effectively maintaining interpersonal relations & diplomacy with people.
- Hands on individual who leads by example.

WOMEN UNIVERSITY BAGH AJK:

INTERNSHIP:

Duties:

- Developing and sustaining solid relationship with the stakeholders and customers.
- Conducted Market research to identify new Business Opportunities.
- Respond to Clients Queries regarding the product in Timely Fashion.
- Developing Business Proposals for new and Existing Customers.
- Developed in depth Knowledge about Business Development Practices Marketing Activities Prospective Clients and Industry Trends.
- Mange Customers Calls and Appointments Effectively for new Opportunities.
- Analyzed The Current and Past Budgets, Expenses, sales, Revenues, Products Deficiencies in order to Provide Recommendations for the Business Growth.