

Nasir Abbas

PERSONAL INFORMATION

Date of Birth: 01-08-1989
N.I.C No: 32303-8671139-9
Nationality: Pakistani

CONTACT INFORMATION

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OBJECTIVE

SEEKING A JOB IN A DYNAMIC ORGANIZATION WHERE I CAN APPLY THE KNOWLEDGE AND TECHNICAL SKILLS ACQUIRED DURING MY UNDERGRADUATE STUDIES AND HAVE AN EXPERIENCE OF PROFESSIONAL LIFE.

QUALIFICATION

Master (Pakistan Study) (2011-2013) Punjab University, Lahore	(2.8/4)
Bachelor of Arts (2009-2011) Punjab University, Lahore	(409/800)

PROFESSIONAL EXPERIENCE

Organization: Hussainia Public School (Affiliated with PEF)

(April, 2019 to Oct, 2021)

Job Location: Kot Addu

Designation: Principal

Responsibility:

- Management of School Staff at daily basis
- Management of Female Staff for pick and drop arrangement
- Check daily teacher and student attendance register
- Distribution of Monthly Salary to School Staff
- Check the Admission register of Students
- Management of weekly meetings with Teacher and Parents
- Data entry of new student at Excel
- Conducting the student Exams
- Check the daily report of Present and Absent Student
- Schedule the training of teachers at quarterly basis

- Arrangement of function in School
- Addressing health and Safety concerns
- Planning School improvements

Organization: AL-Nasir Public School (Affiliated With PEF)
(March, 2013 to March, 2019)

Job Location: Kot Addu

Designation: Principal

Responsibility:

- Management of School Staff at daily basis
- Management of Female Staff for pick and drop arrangement
- Check daily teacher and student attendance register
- Distribution of Monthly Salary to School Staff
- Check the Admission register of Students
- Management of weekly meetings with Teacher and Parents
- Data entry of new student at Excel
- Conducting the student Exams
- Check the daily report of Present and Absent Student
- Schedule the training of teachers at quarterly basis
- Arrangement of function in School
- Hiring of new Staff
- Handling Student Discipline
- Planning Emergency Drill

LEADERSHIP SKILLS

- Situation Handling
- Ability to work under pressure
- Ability to work in team
- Strong people part
- Resource management

COMMUNICATION SKILLS

- Good Presentation
- Language Proficiency
- Confident Speaker

COMPUTER SKILLS

- Microsoft Office
- Internet Applications