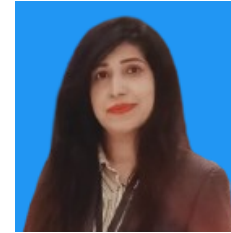


SHEEBA SULEMAN KAZI

Email: sheebakazi@outlook.com

Contact: 0370-1336826



PROFESSIONAL SUMMARY

Providing support to Educational Institutions in Administrative/HR & Business Development. Designing strategies for Business Development including arranging workshops, seminars and events, meetings with agents & clients. Ensuring smooth flow of daily operations & providing excellent office management in order to achieve student's academic excellence & employee's satisfaction with the organization. working as a bridge between parents & school management ensuring satisfied parents by working on complaints & resolving issues of students.

WORKING KNOWLEDGE

- *Student Placement Officer (SPO), Admission Counsellor, Career Counsellor*
- *Educational Administration/Management*
- *Email Management*
- *School HR-Recruitment/New employee's on boarding /documentation*
- *Business Development – designing & implementation of strategies for growing business*
- *Educational Expo & event management*
- *Admission Procedure International universities*
- *Training & Development*
- *Appointment letter, Admission letter, proposal & other documents Preparation*

EMPLOYMENT HISTORY

AA Advisers Educational Consultancy

Worked as "Senior Admission counselor & Business Development Manager" from September 2023 to September 2024

Job Responsibilities:

- *Admission counseling of study abroad*
- *Preparing Assessment advice for students*
- *Guiding students for preparation of Statement of Purpose (SOP)*
- *Preparing presentations & company profile*
- *Proceeding student's case for admission in international universities*
- *Content writing of Social media posts /Brochures etc.*
- *Business Development & meetings with clients*
- *Organizing Business promotional events*
- *Organizing Seminars & Orientation session in universities*
- *Looking after office management.*



Skillston Educational System

Worked as "Admission counselor" from June 2022 – July 2023

Job Responsibilities:

- *Admission counseling & completing whole admission processs*
- *Students onboarding & documentation*
- *School Administration*
- *Dealing with Parents complaints*
- *Dealing to Parents Emails & calls*
- *Shortlisting candidates & conducting interviews*
- *Onboarding New Employees.*

Sindh Maderesah Board Schools – SEF assisted schools

Worked as "Principal" from August 2020 – January 2021

Job Responsibilities:

- *School administration*
- *Daily Operations*
- *Teachers Training & development*
- *Academic Planning*
- *Teachers class observation*
- *Communication with Head Office*
- *Examination Management*

Sindh Maderesah Board Schools – SEF assisted schools

Worked as "Trainer" at SBM Head Office –December2020

Job Responsibilities:

- *Training need analysis for teachers*
- *Designing and delivering trainings of soft skills and teaching skills*
- *Training Evaluations*

ACADEMIC QUALIFICATION

- | | |
|---|-------------------|
| ➤ Masters of Business Administration (HR)
(PAF KIET) 2023 | Karachi, Pakistan |
| ➤ Bachelor of Commerce
(University of Karachi 2005) | Karachi, Pakistan |
| ➤ Intermediate (Commerce)
(Gov't Science and Commerce College 2003) | Karachi, Pakistan |
| ➤ Matriculation (Science)
(Sir Syed School 2001)
Pakistan | Karachi, |



PROFESSIONAL TRAINING AND QUALIFICATIONS

- *Head Teacher Capacity Building Training Training*

SMB –Head Office

SKILLS

- *Counseling Skills*
- *Document preparation Skills*
- *Presentation Skills*
- *Interpersonal Skills*
- *Negotiation Skills*
- *Good communication Skills*
- *Event Management*

PERSONAL INFORMATION

- *Father's Name* | *Manzoor Ul Haque Kazi*
- *Place of Birth* | *Karachi*
- *Date of Birth* | *06-07-1985*
- *Nationality* | *Pakistani*
- *Religion* | *Islam*
- *Gender* | *Female*
- *Address* | *Flat no.203 ,Shehriyar Park View SB 37 Sector X-4 Gulshan-e-Maymar Karachi*

