



Email
kaynatsyeda4@gmail.com

Address
Chak Shahzad, Islamabad

Phone
+92 312 9682800

Date of birth
Feb 14, 1998

Nationality
Pakistani

Social links, website
https://www.linkedin.com/in/syeda-kaynat-82a1922bb



Skills

- Research skills
- Writing and editing
- Recruitment and onboarding
- Training and development
- Public speaking
- Research analysis
- Employee relations



Languages

English
Advanced. Understanding
Language Systems Certificate by
British Council.

Urdu
Native

Punjabi
Intermediate

Pashto
Intermediate

Kainat Syed

Teacher, Lecturer, Researcher, Content writer, Accountant, HR & Admin

Experienced educator with a passion for inspiring students and fostering a love for learning.

Experience

HR

Royal Dragon Tech Rawalpindi Phase 8

Nov 2024 - Dec 2024

- Managed recruitment process and conducted interviews for potential candidates.
- Researched and recommended benefits packages to attract and retain top talent.

Data Collector

Taleemabad Islamabad

Aug 2024 - Oct 2024

- Conducted interviews and surveys to collect data on student academic performance at Isb and RWP Schools.
- Implemented quality control measures to validate the accuracy of data collected at schools.

Content Writer

MAB True Engineering Islamabad

Feb 2024 - Jul 2024

- Created engaging content for solar energy industry blogs and websites.
- Managed social media accounts and developed content calendars to increase brand awareness.
- Collaborated with marketing team to develop email campaigns and newsletters.

Accountant

MAB True Engineering Islamabad

Feb 2024 - Jul 2024

- Managed accounts payable and receivable for a solar company.
- Prepared financial statements and reports for senior management.
- Conducted financial analysis to evaluate business performance.

Hostel Manager

Crescent Girls Hostel Islamabad

Dec 2023 - Jul 2024

- Managed front desk operations, including check-in/check-out, reservations, and guest inquiries.
- Handled guest complaints and resolved issues in a professional and timely manner.

Admin Coordinator

Stars Science College Hajira Azad Kashmir

Jul 2021 - Nov 2023

- Facilitated communication and information flow between departments to ensure smooth project execution.
- Assisted in organizing events, meetings, and conferences to promote team collaboration and productivity.

Visiting Lecturer English

Government Boys Degree College Azad Kashmir

Apr 2020 - Jul 2021

- Developed and delivered online lectures for remote learning platforms during the pandemic.
- Adapted curriculum to meet the needs of students in a virtual learning environment.

Middle Teacher Science/English/History

Army Public School Hajira Azad Kashmir

Nov 2019 - Mar 2020

- Developed and implemented engaging lesson plans for diverse learners.
- Utilized technology to enhance student learning and engagement.

Education

BS English Literature & Linguistics

University Of Poonch Rawalakot, Azad Kashmir

Oct 2015 - Oct 2019

B.Ed Teaching Education

Allama Iqbal Open University Islamabad

Dec 2019 - Mar 2023

Mphill English Literature & Linguistics

COMSATS university Islamabad

Sep 2020 - Aug 2021

Executive Diploma in Business Communication

UniAthena/ Federation for Education in Europe Online

Jul 2024 - Oct 2024

Projects

The NIETE Project (National Initiative for Education Technology Enhancement) focuses on improving education technology infrastructure and access in Pakistan. It aims to enhance digital literacy and learning outcomes. As a data collection enumerator, my role involved gathering and verifying accurate data from schools and reporting for the project.

Certifications & Courses

- Human Resource Management** Certificate by Disaster Ready.
- Marketing Essentials** Certificate by Disaster Ready.
- Monitoring & Evaluation Essentials** Certificate by Disaster Ready.
- Certified Observer- Teach Tool** Certificate World Bank.
- Participation in Business Competition** Idea- CUST Islamabad.
- Project Management Essentials** Certificate by Disaster Ready.
- Grant seeking Essentials** Certificate by Disaster Ready.
- Teaching English** Certificate by British Council.
- Understanding Language Systems** Certificate by British Council.
- Gender-Based Violence (GBV) Support** by IOM, UNHCR, UNFPA, and UNICEF.
- Core Commitments for Children in Humanitarian** Action by UNICEF.
- Post Disaster Needs Assessment (PDNA)** Certificate by UNICEF.
- Climate change and Human Rights** Amnesty International.
- Child Rights** Certificate by Amnesty International.
- Master ChatGPT UniAthena** (Athena Global Education),FEDE member institution.
- Essentials of **MS Excel Formulas and Functions** by UniAthena.
- Data Visualization using MS Excel** UniAthena in partnership with Acacia University.
- Basics of Digital Marketing** UniAthena (Athena Global Education) in partnership with Cambridge International Qualifications, UK.
- Certificate of **Excellence in Field Data Collection** by Taleemabad NGOs Islamabad.

Publications

Under publication: Analyzing the Use of Deictic Expressions in Daily Conversation COVID-19_ 2021 Pandemic- A pragmatic approach.

References

Khursheed Ali
+92 3450596628
khursheedali370gmail.com
Lecturer Shifa Tameer e Millat Univeristy Islamabad.

Software Knowledge

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Drive)
- SPSS
- Canva
- Adobe Photoshop
- Google Forms
- ODK (Open Data Kit)
- Microsoft Teams
- Zoom
- QuickBooks
- Grammarly
- QuillBot

Teach Training

1- Teaching Workshop Army Public School (Middle Section)

Attended a 3-day workshop organized by RD and ARD at Army Public School.

- Learned advanced **lesson planning** techniques to align with modern educational standards.
- Trained in **classroom management** strategies for effective student engagement and discipline.
- Gained knowledge on innovative **teaching methodologies** with a focus on activity-based learning and collaborative teaching.

2- Teaching Education Workshops (B.Ed Focused)

- Completed multiple workshops emphasizing educational **pedagogy and teaching strategies**.
- Specialized in using **activity-based learning methods** to enhance student understanding.
- Focused on fostering interactive and student-centered classrooms.

3- Teach Tool Training (Certified by World Bank)

- Participated in a comprehensive training program conducted by the World Bank to enhance classroom observation skills.
- Gained expertise in utilizing the Teach Tool framework for evaluating teaching practices and classroom dynamics.
- Certified as a World Bank Observer to assess and report on teaching quality effectively.