



**Name:** Maryam Amin

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**Address:** Al Nahda2 Dubai, near NMC hospital.

#### **CAREER OBJECTIVE:**

Responsible and ambitious individual with excellent time management. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

Experienced ICT and MATHS teacher having 1year experience in managing hiring and onboarding, employee benefits and payroll, performance tracking methods, and HR records. Reliable, knowledgeable, and highly organized team player with excellent communication skills, team building, and relationship management

#### **EDUCATION:**

**B.Ed :** Allama Iqbal Open University Islamabad ( April 2018 to September 2019)

**Master's in Computer Science :** Federal Urdu University art science and technology Islamabad (October 2014 to August 2016)

**Bachelor's in Computer Science:** Punjab University (April 2011 to August 2013)

**Intermediate in Computer Science:** Federal board Islamabad (April 2009 to June 2011)

**High School in General Science:** Federal board Islamabad ( April 2007 to April 2009)

#### **WORK EXPERIENCE**



##### **HR and Administration:**

American grammar school and college Islamabad - Islamabad August 2021 to Present.

##### **Job Description:**

- Recruitment, HR Operations, performance appraisals, and employee relations.
- Recruiting operation and field force

- Handle employee grievances
- Understand the issues of employees and propose solutions to the higher management
- Coordinating with staff from lower to higher levels to understand their problems and concerns
- Talking care of employee engagement activities.

✚ **Section Head Dar-e-Arqam School:** Islamabad September 2019 to March 2020.

**Job description:**

- Coordinating with staff to understand their problems and concerns
- Create and submit reports to senior management.

✚ **Typist, ICT and Math's Teacher IIUI School:** Islamabad August 2016 to August 2019

**Job description:** Teacher and Typist

- Preparation of PPT, teaching aids, and worksheets.
- Responsible for assisting in the educational and social development of pupils.
- In charge of organizing classes and responding to the strengths and needs of students during lessons.
- Analyzing the data and using it effectively for planning and teaching.
- Organized and maintained personal records.

✚ **Teacher, Discipline in charge:** Jinnah public school - Islamabad August 2013 to August 2014 **Job description:**

- Maintain discipline
- Maintain punctuality for teachers and students
- Taking classes in math's and computer.

**Customer Service Experience:** Zong Islamabad

**Call Center Experience:** Zong Company

## SKILLS

- Microsoft Office
- HTML language
- Communication
- Administration
- Interviewing
- Operation management
- Office management
- Team management

- Graphic Designing

#### **STRENGTH**

- Good communication
- Skills Willingness to learn
- Easy adaptability
- Passion to grow, develop, achieve and succeed
- Handle hard situation
- Focus on work
- Hard Working

#### **PERSONAL DETAILS**

**Date of Birth: 19/04/1992**

**Place of Birth: Karachi (Pakistan)**

**Gender: Female**

**Marital Status: Married**

**Language known: Hindi, English, Punjabi, Urdu.**