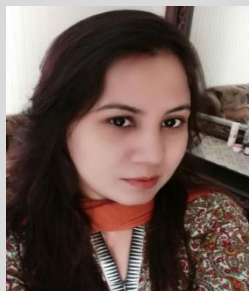


NADIA GILLANI



PROFILE

Nationality: Pakistani
Passport No: AJ4700751
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CONTACT

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EMAIL

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ADDRESS

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Isa Town Blk 812
Kingdom of Bahrain

INTERESTS

Internet Surfing
Books Reading
Listening Music
Shopping

REFERENCES

Will be furnished on Demand

OBJECTIVE

To utilize my knowledge and strengths to work for a well-reputed organization offering career opportunities and to help organization achieving its goals through dedication and commitment.

EDUCATION

MBA EXECUTIVE - BAHUDDIN ZAKARIYA UNIVERCITY MULTAN (PAKISTAN)

2012 - 2014

CGPA: 3.61 / 4.00

BA / B.ED – BAHUDDIN ZAKARIYA UNIVERCITY MULTAN (PAKISTAN)

1999 – 2002

FIRST DIVISION

PROFESSIONAL EXPERIENCE

Simon Restaurant as Accountant (BAHRAIN)

Manage transactions with customers using cash registers
Scanning goods and ensuring pricing is accurate
collecting payments whether in cash or credit
Issue receipts, refunds, change or tickets
Redeem stamps and coupons
Cross-sell products and introduce new ones
Resolve customer complaints, guide them and provide relevant information
Greet customers when entering or leaving the store
Maintain clean and tidy checkout areas

NAJAMUNISA FASHION CO. - (BAHRAIN)

Currently Active
Organizing sales / Demonstrating and presenting products / Establishing new business / Maintaining accurate records / Attending trade exhibitions, conferences and meetings.

JINNAH HIGHS (CIE) - INFORMATION OFFICER (PAKISTAN)

2018 –2019

Managing External Office (Dealing with Parents / Managing Accounts)

THE SMART SCHOOL (OXFORD) – OFFICE COORDINATOR (PAKISTAN)

2016 –2018

Office Coordinator

ACE INTERNATIONAL SCHOOL OF LANGUAGES (OXFORD / IELTS)

FRONT DESK OFFICER (PAKISTAN)

2013 - 2016

Admission dealing and accounts.

FALCON HOUSE GRAMMER SCHOOL (CIE) – ADMINISTRATION EXE (PAKISTAN)

2011 – 2013

FALCON HOUSE GRAMMER SCHOOL (CIE)

TEACHING EXPERIENCE OF PRIMARY & MONTESSORI CLASSES

2008 – 2011

TRAINING COURSES

- Attended intensive CPELC Program and fulfilled all the courses requirements from 11th May 2004 to 11th July 2004 from British Educational Council.
- Attended the workshop on Pre-Primary classes conducted by Oxford University Press (03-12-2004)
- Attended the workshop on Track conducted by Oxford University Press (04-12-2004).

SKILLS

- I have exceptional Organizational Skills gained from my current profession, these include highly effective time management skills.
- I have a confident and sociable manner. I work effectively as an individual or as part of a team making use of the skill of negotiation, compromise and effective problem solving.
- Very strong inter-personal and communication skills developed through dealing with clients, colleagues, students, parents and professionals.
- I am a confident speaker who has the ability to present information through a variety of media in a creative, fluent, thorough and original manner.
- I have four years' experience in accounts.

ACHIEVEMENTS

- Have won the Certificate of Appreciation on Excellent Performance (Falcon House School)
- Have got award for Excellent Performance in School history corner (Falcon House School)
- Certificate of Honor for Excellent Contribution (Jinnah Highs School)
- Certificate of Merit for Best Contribution (Jinnah Highs School)

LANGUAGES

- English and Urdu.