

SUMIYA BASHIR

Receptionist / Admin Assistant / Data Entry / Science Teacher

Phone: +971 54 546 6472 / +971 50 939 9138 | Abu Dhabi, United Arab Emirates

Email: sumiyarajpoot32@gmail.com | Availability : **Immediate**

Visa Status : Visit Visa up to 17 March, 2024



SUMMARY

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

SKILLS

Receptionist works – Sorting incoming mails and calls – Good Communication Skills - Curriculum Development - Communication Skills - Classroom Management – Collaboration - Educational Technology - Instructional Materials - Educational Leadership - Lesson Planning - Problem Solving - Computer Troubleshooting and Maintenance

WORK EXPERIENCE

FF Pre Cadet School& College, Kashmir, Pakistan

Receptionist / Admin Assistant

Sep-2020 – Jan-2023

- ❖ Support senior management with daily clerical tasks.
- ❖ Answering and addressing incoming phone calls in a timely and polite manner
- ❖ Maintaining reception area and directing visitors to correct person.
- ❖ Scheduling appointments, maintain electronic and hard copy filing system, retrieve documents from filing system.
- ❖ Write and distribute email, correspondence memos, letters, faxes and forms

City diagnostic laboratory, Kashmir, Pakistan

Lab Technician

Jan-2022 – Dec-2022

- ❖ Prepare medical lab equipment, collecting, preparing and storing specimens.
- ❖ Standardizing testing procedures to ensure consistent reliability and usefulness of test results.
- ❖ Forwarding test results to requesting physicians while keeping clear records of the test results in the lab's record book or daily file and maintaining a clean and safe working environment,
- ❖ Label and prepare samples for testing, including centrifuging, pipetting, and other tasks as needed.

Fauji Foundation School, Kashmir, Pakistan

Science Teacher

Feb-2015 – Dec-2017

- ❖ Planning and instructing lessons on science topics, such as biology, chemistry or physics
- ❖ Enforcing classroom management and school administrative policies
- ❖ Assessing and accommodating students learning needs and styles
- ❖ Using technology to deliver lessons and other educational materials
- ❖ Communicating effectively with students, parents and staff.

EDUCATION

- **Master's of Philosophy (Mphil) in Chemistry, 2020 - 2023**
University Of AJK, Pakistan
- **Master's of Chemistry (Msc), 2017 - 2019**
University Of AJK, Pakistan
- **Bachelor's of Education (B.ed), 2021 – 2023**
Allama Iqbal university, Muzaffarabad, Pakistan

LANGUAGES

English: Proficient

Urdu: Native

Punjabi: Native

(Reference will be furnished on demand)