

CV

Saniya Bashir

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SUMMARY:

10 years of experience in Banking, Education Department and in field of security. Good experience in use of computer and as a receptionist

EDUCATIONAL QUALIFICATIONS:

- Bachelor's of commerce-2014
- Intermediate if commerce-2010
- Faculty of science-2007
- Matriculation-2005

PERSONAL INFORMATION:

- Gender Female
- Date of Birth 14 /01 /1990
- Nationality Pakistani
- Religion Islam
- Visa Status Resident visa

Experience:

Banking Experience (UBL BANK) 2014-2017

- *Worked as cashier.*
- *Process deposit and withdrawals.*
- *Introducing new members to the banking platform and software's.*
- *Performing regulator account maintenance.*

Teacher Coordinator and Admin 2018-2023

- *Worked in Punjab group of college and Becon house schools as a teacher, coordinator and principal.*
- *Developed and implemented a comprehensive lesson plan for all classes.*
- *Created a safe and naturing learning environment for students.*
- *Developed a student centered class room management system. Collaborated with collages to develop innovative teaching strategies.*
- *Experienced in using technology to enhance student learning.*

Receptionist and fire ext. Management (Sep 2023-Apr 2024)

- *Performed duties in Saudi German hospital Dubai as Receptionist.*
- *Regularly monitored security cameras of hospital in control room.*
- *Used computer skill to complete report and log daily activity.*
- *Worked with Admin staff to ensure security and safety of area.*
- *Wrote incident report and regularly patrolled premises.*
- *Trained from Sira training center Dubai.*
- *Managed serviceability of fire extinguisher system of hospital.*

Skills

- Management
- Computer skill
- Conflict Resolution, Communication
- Investigation

LANGUAGES:

- Urdu/Hindi
- English