

# Mehwish Adil

Nationality: Pakistani Religion: Islam  
Marital Status: Married Passport #: FG0161752  
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BuTena Al Sharq - Sharjah

## Administrator and Accountant

Worked directly with departments, employees to achieve best outcome. Communication with parents, staff and head of departments to minimize errors.

## Core Competencies

- Salary Payments
- Payable & Receivable accounts dealing
- Bank Statement Analysis
- HR Section Handling
- Conducting Interviews
- Prepare year-end annual accounts
- Data Management
- Monitor purchase ledgers

## Experience

*Sweet Ways Public School, Shad Bagh Lahore.*

Administrator & Vice Principal, 7/11 to 11/17  
Biology & Chemistry Teacher (9th,10th), 4/08 to 12/10  
Student Teacher (Primary), 1/06 to 3/08

### Key Contributions:

- Tracking the School's recruitment process including checks of all associated documentation.
- Record and monitor staff absences and highlighting to the bursar trigger points in accordance with the member of staff's contract.
- Support to the Bursar with any Subject Access Requests.
- Established positive relationships with students, parents, fellow teachers and school administrators/staff.
- Organize, update and audit staff personnel files and staff electronic records, with support from the School Secretaries.

*Masood Textile Mills, Lahore*

Student Internee 1/11 to 6/11

### Responsibilities:

- Assist with research, filing, data entry and recording and maintaining accurate and complete financial records.
- Prepare financial reports, such as balance sheet and income statements, invoices and other documents.
- Handle sensitive and confidential information with honesty and integrity.

## Education & Credentials

MBA (Finance) 2011 Virtual University of Pakistan

## Personal Specifications

- Familiarity with Independent School management.
- Experience of HR administrative procedures.
- Experience of line management.
- Ability to organize a busy and varied workload.
- Highly professional approach, and a proactive 'can-do' and positive attitude.
- Resilience and ability to work calmly under pressure.

## Software Skills

Microsoft Office Corel Draw  
Adobe Photoshop Company Modified Accounting Software



"...Mehwish's dedication to her students is exceptional... Consistently brings creativity and innovation into her plans and class room..."

Experienced with not only teaching skills but I am sure she can run a school on its own as she is well known about all the fields related to education as she is multi-talented and can perform any task easily...

It is a great loss to say bye to her as she has to move ahead from Pakistan...

Our loss will most assuredly be another's school gain... ...effectively addresses different learning styles... well respected by teachers and staff..."

**Fazal ur Rehman Tariq**

**CEO**

Sweet Ways Public School,  
Lahore