

SAIMA AKRAM

Administrative supervisor



CONTACTS

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Ajman (Uae)

971 55 219 6099

SKILLS

Strong Communication
Project Management
Time Management & Multitasking
scheduling & Coordination
Documents Management
Work Under Pressure
leadership & team Management

LANGUAGES

English
Urdu

SUMMARY

A highly skilled and results-oriented professional with over more than 6 years of experience in project management, business development, data analysis & customer service. working more then 6 years with a solid track record of implementing solutions that streamline operations, enhance customer experiences, and support business growth. Often overseeing the daily operations of an office, like managing office supplies, coordinating meetings, supervising staff, and ensuring the office runs efficiently. an administrative role, project managers oversee planning, execution, and completion of projects roles. Focus on assisting customers, resolving issues, and ensuring satisfaction with products or services. Performing as coordinator ensures that tasks are completed on time and within budget, often acting as a liaison between different teams, stakeholders, and clients.

EXPERIENCE

Administrative supervisor

07-10-2024 - Currently

Wave Byte LLC Portal / www.wavebyte.ae

Manage administrative staff, ensure efficient office operations, and assist in implementing organizational policies and procedures. The role typically involves supervising daily office functions, handling scheduling, managing correspondence, & maintaining records. Ensuring smooth day-to-day operation

📍 Deira al kahbaisi area Dubai

Student Counselor

08-04-2023 - 01-02-2024

Cedar College, Karachi /

Provided academic guidance and emotional support to students from early years to high school. Conducted one-on-one counseling sessions to address student concerns. Assisted students in goal setting, study planning, and time management strategies. Organized workshops and awareness sessions.

📍 Karachi, Pakistan

Business Coordinator Representative

14-02-2019 - 02-01-2021

Iqra University Karachi, Pakistan / www.iqra.edu.pk

designing students class schedule, course schedule. Resolving student payments & technical issues. Providing clear picture of university policies and procedures. Coordination between the management and the students, managing students records, handling their transcripts application & organizing event

📍 Karachi , Pakistan

Kindergarten Teacher

05-09-2016 - 30-03-2017

Allied School Bahawalpur Campus /

Planned and delivered age-appropriate lessons to develop early literacy, Created a safe, nurturing classroom environment, storytelling, visual aids, music, games, and hands-on activities to support learning. Monitored and documented each child's developmental progress. Participated in school events.

📍 Bahawalpur, Pakistan

EDUCATION

Iqra University Karachi, Pakistan

2018 - 2019

Masters in HRM

This program typically focuses on areas such as recruitment, talent management, employee development, compensation, labor laws, organizational behavior, and strategic HR management. advanced degree designed to equip students with the knowledge, skills, & strategies needed to manage an organization.

 Karachi Pakistan

The Islamia University of Bahawalpur

2013 - 2017

Bs Commerce in Finance

This program typically focuses on the application of finance in corporate settings, investment strategies, financial markets, and economic analysis. undergraduate degree program designed to provide students with a comprehensive understanding of financial principles.

 Punjab , Bahawalpur

Punjab Group of College, Bahawalpur

2011 - 2013

Intermediate-Commerce (I.Com)

a two-year academic program typically pursued after completing secondary education (10th grade). study various subjects that provide foundational knowledge in business, finance, and accounting.

 Punjab , Pakistan

Model Public High School

2009 - 2011

Metric -Science

This program typically consists core subjects of Science, Chemistry, physics & Maths.

 Karachi, Pakistan