



RIDA JAMIL

Teacher / Manager Admin

ABOUT ME

Over the years, I have gained experience in the field of Business Administration with different organizations. In addition to that, I have gained teaching experience at a renowned school in Multan, Pakistan where I taught primary school students, and at a public university in Rawalpindi, Pakistan where I taught business management subjects to undergraduate students as a visiting lecturer. My present employment is with a firm providing accounting and related services to its local and international clients where I am responsible for administrative affairs and customer relationship management.

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📍 Flat/Villa 31 Building 4341 Road 781,
East Riffa, Bahrain

EDUCATION

Bachelor of Education

University of Sindh, Jamshoro
2018 - 2020

M.Phil (Business Administration)
National College of Business Administration,
Multan, Pakistan
2015 - 2018

Masters in Commerce
Bahauddin Zakariya University, Multan
2013 - 2015

Bachelor of Commerce
Bahauddin Zakariya University, Multan
2011 - 2013

EXPERTISE

Teaching

Administrative Management

Customer Relationship Management

MS Word, Excel, Powerpoint & Outlook

LANGUAGES

English

Urdu

Punjabi

WORK EXPERIENCE

Jan 2023- Present
A.S Arthur Global LLP, Islamabad, Pakistan

Administration Manager

- Manage administrative affairs of the company
- Building and maintaining profitable relationships with key clients
- Resolving client queries and providing solutions to their problems
- Prepare strategic business plan in coordination with other managers

Mar 2020 - Dec 2022
PMAS Arid Agriculture University, Rawalpindi, Pakistan

Visiting Lecturer

- As a visiting lecturer taught business management subjects to undergraduate students

Dec 2015 - Nov 2019
Bloomfield Hall School, Multan, Pakistan

Teacher and Assistant Administrator

- Taught Computer Basics and Social Studies to primary school students
- Assisted Admin Coordinator in carrying out administrative affairs
- Official correspondence with head office and regulatory authorities
- Prepare and maintain official documentation

Jul 2015 - Aug 2015
Nestle Pakistan Limited, Kabirwala, Pakistan

Associate HR Department

- Worked on internship as Associate in Human Resource Department at Kabirwala Factory of Nestle Pakistan

PERSONAL INFORMATION

Nationality: Pakistani

Visa Status: Visit

Marital Status: Married

Jul 2013 - Aug 2013
MCB Bank Limited, Multan, Pakistan

Intern

- Worked as a cashier
- File Management and Documentation

CERTIFICATES & ACHIVEMENTS

- Received medal on getting position in B.Com Multan, 2013
- Certificate of participation in leadership training by "Peace and Development Foundation, Lahore, 2014
- Certificate of completion of "Strategic Sports Partnership Training (SSP Level 1)" provided by "International Sports Coalition", 2011

RESEARCH AND PROJECTS

Conducted group research and prepared projects on following topics:-

- Will toys create social and psychological problems for children?
- Wasted food in restaurants
- Role of Textile industry (as interest group) on current situation of Pakistan
- Will increase in education reduce child abuse in Pakistan? (research proposal)
- Infrastructure in Pakistan