



# Bakhtawar Rashid

ADMIN/ SEN TEACHER

## Details

Ras al-Khaimah, United Arab Emirates  
+971527887521  
[bakhtwarrashid@gmail.com](mailto:bakhtwarrashid@gmail.com)

DATE / PLACE OF BIRTH

20/12/1994  
Lahore

NATIONALITY

Pakistan

DRIVING LICENSE

UAE Driver's License

## Links

[LINKEDIN](#)

## Skills

Leadership Skills

Fast Learner

Leadership

Ability to Multitask

Communication Skills

Ability to Work in a Team

Customer Relations

Customer Service

## Languages

URDU

ENGLISH

HINDI

Arabic

## Profile

Experienced Professional with excellence in Customer Relations, Operations, and Administration. With a proven track record of delivering tasks promptly, I am Committed to achieving organizational success and satisfaction every step of the way. I am bringing forth in-depth knowledge of Title Reports and Admin procedures.

## Employment History

### English Teacher at Alpha Primary School, Dubai

January 2018 \_ February 2020

Primary 3 to 5<sup>th</sup> grade

- Creating lesson plans and assisting in curriculum development.
- Applying various instructional strategies.
- Attending professional development classes and programs.
- Managing classroom activities and student behavior.
- Applying various instructional strategies.

### Assistant Marketing at ABG SCRAP, Ras al-Khaimah

MARCH 2020 — FEBRUARY 2021

- Brought forth excellent customer service skills and a commitment to customer satisfaction.
- Liaising with clients
- Site Surveys
- Documentation and Preparation
- Brought forth a high level of customer retention and new customer development.

### Admin Assistant at LAPS School System, Lahore

APRIL 2021 — AUGUST 2023

- Assisted with budgeting and forecasting, providing insights and recommendations to management
- Prepared financial statements and reports, providing timely and meaningful analysis of financial data
- Collaborated with cross-functional teams to identify and resolve issues

### Assistant marketer at Al Maisha Metal tr, Sharjah

Dec 2023 -currently working

- Participating in planning and implementing strategies
- Meeting with departments to provide consultation
- Develop and execute marketing campaigns
- Perform market and client research
- Writing and designing proposal

## EDUCATION

### Arts, Punjab University, Lahore

MARCH 2016

Graduated in the Field of Arts, completing the High School from the Private Institution.

### Bachelors of Arts, Punjab University, Lahore

JUNE 2019 — MARCH 2022

Undergraduate Degree

Majors in Political Science.

## Hobbies

LEARNING WALKING CASUAL  
SPORTS

### **ABA/Special Education, Coursera, Lahore**

JULY 2023 — DECEMBER 2023

- Treating the Special Needs Child Learning
- Behavioral Improvements in Child
- Providing Necessary assistance and learning
- Managing behaviors disability

## Courses

### **FOUNDATIONS OF PROJECT MANAGEMENT, GOOGLE**

MAY 2023 — PRESENT

### **CLOUD COMPUTING, GOOGLE**

JULY 2023 — PRESENT

### **Content Writing & SEO , Google**

AUGUST 2023 — PRESENT

## Extra-curricular activities

### **VOLUNTEER at POLITICAL CAMPAIGN, Lahore**

NOVEMBER 2018 — DECEMBER 2018

VOLUNTEERED FOR A LOCAL POLITICAL ELECTION IN ASSISTING THE VOTERS AND MANAGING THE DATABASE OF THE VOTERS AND DATA ENTRY.

## References

References available upon request