



Mureed Hussain Shah

BIOLOGY/ SCIENCE/ ELEMENTARY TEACHER COORDINATOR, OFFICE ASSISTANT CUM HR, REMITTANCE OFFICER CUM HEAD CASHIER

Email
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Address
Near Jahra Fire Station,
Old Jahra Kuwait

Phone
+96560087781

Date of birth
1995-10-03

Nationality
Pakistani

Skills

- Coordinating
- Teamwork
- Problem-Solving
- Customer service
- Leadership
- Handling conflict
- Mentoring
- Office administration
- Teaching
- English Proficiency
- Excellent Interpersonal Skills

Languages

ENGLISH
Advanced

ARABIC
Intermediate

- An expert with a passion for delivering outstanding services.
- Personable **Biology** or **Science Teacher** committed to inspiring students to succeed academically and personally. Over **3 years of experience** working in an education environment. Provides a wealth of knowledge in the development of educational technology tools. Utilizes creative teaching strategies designed to engage students in the learning process. Excellent leadership and interpersonal skills and driven to help students achieve their potential.
- **Professional Educator** with over 3 years of experience teaching in Elementary school and molding young minds. Expert at creating creative, stimulating, educational class plans that increase engagement and improve academic progress.
- An **Assistant Educator** who is passionate about assisting the next generation as she moves forward in her teaching career. Seeking an assistant teaching position.
- Dedicated, caring and assertive **teaching assistant** with experience in early childhood education. With a great ability to develop effective and successful working relationships with school staff, parents and students. Always striving to ensure that young children are supported and encouraged to achieve their full potential. With a strong understanding of the primary school national curriculum as well as knowledge of key child development practices and the child learning procedures.

Experience

Jahra Kuwait

From Oct 2022

Currently Working

REMITTANCE OFFICER CUM HEAD CASHIER

Al-Nada International Currency Exchange Co. Kuwait

- Consistently meeting my short and long-term targets.
- Handling customer complaints with empathy and composure.

URDU

Native

PUNJABI

Native

- Customer service relations
- Answering calls, responding to emails, and meeting with clients face-to-face.
- Pitching ideas on how to improve performance and efficiency.
- Processing cash, debit, credit and check transactions

Lodhran, Punjab, Pakistan

From Dec 2018 to Apr 2022

**BIOLOGY, SCIENCE/ ELEMENTARY TEACHER/
NURSERY TEACHER**

Leeway Science School and College Galewal, Lodhran

- I worked as a Biology Teacher in Grades 11th, 12th, 9th and 10th.
- Moreover, I worked as a Science Teacher and Elementary Teacher in junior sections at Leeway Science School and College.
- In addition, I performed School Administrative duties as well.
- My main duties were; Management of Classroom, Making Lesson Plans, Delivering Lectures, Taking and Checking Exams, Making result Reports, Helping the students with their exam practices, Helping students with Education and Morality, Breakdown of the Syllabus, Checking admission forms, Attending Parent-Teacher Meetings, Solving the problems of the students, Participating in School Official Meetings etc.
- I also worked with the Nursery section to boost their mental abilities.

Islamabad-Rawalpindi, Punjab, Pakistan

From July 2016 to Nov 2018

COORDINATOR

QALAM FOUNDATION, IUSE EDUCATION CENTER

Main duties were;

- Welcoming the students for technical courses
- Help them to fill the admission forms
- Receiving and answering the incoming and outgoing calls
- Scheduling the academic calendars and arranging the meetings

Islamabad-Rawalpindi, Punjab, Pakistan

From July 2016 to Nov 2018

OFFICE ASSISTANT CUM HR

EST EMBEDDED SYSTEM TECHNOLOGIES

Main duties were;

- Handling HR tasks
- Overseeing the team members
- Welcoming visitors
- Arranging departmental meetings
- Maintaining calendar for appointments
- Receiving and answering the incoming and outgoing calls
- Scheduling the academic calendars and arrange the meetings

Islamabad-Rawalpindi, Punjab, Pakistan

From July 2016 to Nov 2018

OFFICE ASSISTANT, RECEPTIONIST CUM CALL CENTER REPRESENTATIVE

Jungle Barracks, Ayyub National Park

- Main duties were to welcome the guests
- Managing check in and check out
- Receiving and answering inbound and outbound calls
- Helping with administrative tasks

Education

M.SC. (HONS) 18 YEARS DEGREE IN AGRICULTURE OR BIOLOGICAL SCIENCES

Rawalpindi, Punjab, Pakistan

From Sep 2016 to Dec 2018

**PIR MEHR ALI SHAH ARID AGRICULTURE UNIVERSITY
RAWALPINDI**

B.SC. (HONS) 16 YEARS DEGREE IN AGRICULTURE OR

BIOLOGICAL SCIENCES

Bahawalpur, Punjab, Pakistan

From Oct 2012 to Jun 2016

The Islamia University of Bahawalpur

F.SC (PRE-MEDICAL)/ INTERMEDIATE/ HSSC

Dera Ghazi Khan, Punjab, Pakistan

From Aug 2010 to Sep 2012

Board of Intermediate and Secondary Education Dera Ghazi Khan

MATRICULATION/ SSC SCIENCE

Multan, Punjab, Pakistan

From Jul 2007 to Aug 2009

Board of Intermediate and Secondary Education Multan

BASIC COMPUTER COURSE

MS OFFICE, TYPING, EXCEL, POWERPOINT, VIDEO EDITING, DATA ENTRY, EMAILING, DIFFERENT SEARCH ENGINES, SEO SKILLS