



ISBAH WAQAR

📍 DOHA QATAR, Pakistan

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✉ isbahwaqar@gmail.com

ABOUT ME

Dedicated and results-driven professional customer service with experience in administration and Education. Proven track record of providing excellent support to students, teachers and colleagues. Skilled in communication, problem-solving and time management.

SKILLS

ADMINISTRATIVE EXPERTISE

ADAPTABILITY AND FLEXIBILITY

ATTENTION TO DETAIL AND ACCURACY

LEADERSHIP AND MANAGEMENT

DESIGNING, REPORT GENERATION, FILE KEEPING

TIME MANAGEMENT AND PRIORITIZATION

COMMUNICATION AND INTERPERSONAL SKILLS

PERSONAL TROUBLE SHOOTING

COMPUTER LITERACY (MICROSOFT OFFICE, WINDOWS)

LANGUAGES

ENGLISH

URDU

ARABIC

FRENCH

WORK EXPERIENCE

ROOTS IVY PWD CAMPUS

Mar 2024 - Present

● Academics/Admin coordinator, SF English and Math

- Assisted in administrative tasks, managed records, and supported the academics coordinator.
- Taught students, created syllabus and term papers, and rechecked papers graded by other teachers.
- Supported teachers in academic planning and exam preparation.
- Handled student documentation and communication with parents.

INTERNATIONAL SCHOOL SYSTEM PWD CAMPUS

Feb 2023 - Feb 2024

● Academics/Admin coordinator, SF English and Math

- Assisted in administrative tasks, managed records, and supported the principal.
- Taught students, made syllabus and term papers, and rechecked papers of other teachers.

THE ALLIED SCHOOL

Sep 2021 - Feb 2023

● Admin coordinator/ Vice Principal

- Coordinated administrative tasks, managed records, and supported the principal.
- Handled school portals like Allied Portal, AIMS Portal.
- Handled KAMBOH Computing (KCS) and Favors Soft Management Pro School and College Software.
- Advertised job openings, Find potential candidates through social media and referrals.
- Served as front desk receptionist, managing calls, visitor inquiries, and office communication.
- Performed cashier duties, maintaining fee collection records and preparing daily financial reports.
- Managed student admissions, issued SLCs, Transfer Letters, Warning Letters, and Termination Letters.
- Organized recruitment activities, screened candidates, and arranged interview.

THE EDUCATORS B-17 CAMPUS

May 2019 - Sep 2021

● Academics/Admin coordinator, English and Math Teacher

- Assisted in administrative tasks, managed records, and supported the principal.
- Given workshop on Motivation and how to use different apps like Zoom, Google Classroom, Google meet etc.
- Attended workshops on different topics related to teaching.
- Effective Classroom.
- Taught students, made syllabus and term papers, and rechecked papers of other teachers.

COURSES

**IT ADVANCE DIPLOMA IN
COMPUTER SCIENCES SUPER
TECH INSTITUTE OF
INFORMATION TECHNOLOGY**

TEACHER'S E-SYMPOSIUM

**ENGLISH LANGUAGE
DEVELOPMENT**

**SNC 2020 TEACHING
METHODOLOGY**

**TEACHING ASSISTANT
WORKSHOP BY CATALYST**

**MANAGEMENT QATAR
FREEDOM WITH AI
MASTER CLASS**

GOOGLE SOFT SKILLS

DRIVING LICENSE

**Driving License Category
Car/ Jeep from Pakistan**

**AIMS EDUCATION
SYSTEM**

English Teacher

- Taught students of various age groups and skill levels.
- Developed and implemented engaging lesson plans to promote learning.
- Collaborated with colleagues to achieve common goals.
- Utilized technology to enhance instruction and learning.
- Coordinated administrative tasks, managed records, and supported the principal.

**AMSON VACCINES &
PHARMA (PVT) LTD**
Aug 2017 - Mar 2019

Monitoring Officer (ROI)

- Checked expenses of field force / Executives / Head Office staff from their daily call reports.
- Managed records, compiled documents, and supported the marketing manager.
- Checked FSA of resigned personnel's and arrange the required documents / discussion about any queries from GM/Director.

**THE EDUCATORS
QAMAR CAMPUS**
Dec 2016 - Aug 2017

Teacher

- Taught grade III students, made syllabus and term papers, and rechecked papers of other teachers.

THE RIGHT SCHOOL
Jun 2010 - Dec 2016

Teacher

- Taught grade II students, made syllabus and term papers, and rechecked papers of other teachers.

**BLOOM FIELD
INTERNATIONAL
SCHOOL**
Jun 2008 - Jun 2010

Teacher

- Taught grade I students, made syllabus and term papers.

MCB BANK
Feb 2007 - Apr 2007

Internee (General Banking Operations)

- Managed records, answered queries, and supported the banking team.

EDUCATION

**COMSATS INSTITUTE
OF INFORMATION
TECHNOLOGY**

Master of Science in Business Administration

**COMSATS INSTITUTE
OF INFORMATION
TECHNOLOGY**

Bachelor in Science in Business Administration

ICG

Intermediate in Computer Science