



## Profile Info:

I am bringing to your attention my skills, and ability to lead personal in a direction that provides superior earning to me and I will get experience and make challenging career in your esteemed organization. Seeking for the position of Administrative Assistant at your Organization, to utilize excellent skills in business administration, strong multi-tasking and organization skills with attention to detail.

# ANILA MOIN

## Senior Teacher & Management

### Contact:

+92-332-8360616

pearlgold71@yahoo.com

H#14, st#15, Umer road  
#17, Farooq Gunj, Lahore

### Software:

- Microsoft Office
- Word, Excel
- PowerPoint
- Adobe Photoshop

### CNIC & DATE OF BIRTH:

- 35201-0887049-2
- 24-05-1991

### Marital Status:

Married (having  
kids)

### Religion:

Islam

### Languages:

● English



● Urdu



● Punjabi



### Education:

- Metric  
2005-2006  
Lahore board of intermediate & secondary education
- I. Com  
2007-2008  
Lahore board of intermediate & secondary education
- B. Com  
2009-2010  
University of the Punjab  
Master in Economics
- 2013-2015  
University of the Punjab

### Experience:

- Teacher  
2013-2018  
Navid Foundation High School
- Management  
2015-2018  
Navid Foundation High School

### Management Skills:

- Problem solving
- Ability to manage things
- Managing office budget
- Ordering stationary & furniture
- Event organization
- Delegating tasks to junior staff
- Organize meetings
- Attending meetings
- Supervising and monitoring the work of administrative staff

### Teaching Skills:

Lesson plan, multitasking, creativity, ability to teach  
Teamwork, communication, Sense of humor, time management