

SAIRA SAGHEER

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OBJECTIVE

As a teacher, I am experienced and knowledgeable in my subject area and dedicated to creating a supportive and engaging learning environment. I possess skills such as effective communication, organisation and problem solving. I am creative, sharp-minded with leadership & coaching skills. Strong time-management skills and work ethic. Revenue and results division. My passion for education drives me to make a positive impact in the lives of my students.

EXPERIENCE

Front Desk Receptionist | PLATINUM Motor Vehicle Registration Services (Abu Dhabi: UAE)

Jun 2024 – Feb 2025

- Developed expertise in customer service excellence.
- Delivered exceptional vehicle registration services in UAE.
- Boosted customer satisfaction through efficient registration processes.
- Streamlined operations, reducing processing time by 30%.
- Achieved top performer status in monthly sales targets consistently.
- Expert in customer service excellence, enhancing client experiences.

Customer Representative | JIJU Cosmetic company (Ajman: UAE)

Sep 2023 – May 2024

- Resolved customer inquiries, improving satisfaction rates by 20%.
- Developed customer loyalty programs, boosting retention by 15%.
- Achieved a 95% positive feedback rate from client surveys.
- Collaborated with sales teams to identify upselling opportunities.
- Implemented CRM solutions, improving data accuracy by 40%.
- Recognized employee of the month for outstanding service excellence.

Teaching + computer Operator | LONDON SCHOOL SYSTEM (Lahore: Pakistan)

Aug 2018 – Sep 2022

- Plan and design standard-based lessons for diverse groups of learners.
- Teach daily lessons with multiple modalities to target various learning styles, raising average grades.
- Assess 150+ students progress throughout the team and work closely with other staff to efficiently plan and coordinate work.
- Trained many new teachers in project-based learning wellness through movements and integrating technology into daily lesson.
- Troubleshoot different IT problems, Answering questions from other staff members on issues.

EDUCATION

Diploma in Information Technology (IT)

Feb 2019 – March 2020

BS Mathematics | ICS Lahore

Aug 2014 – Aug 2018

- Achieved Bachelor of Science in Mathematics with honors distinction.
- Developed strong analytical skills to solve complex problems efficiently.

TECHNICAL SKILLS

- Web Development
- MS Office 365
- Cloud Computing
- Tools & Technologies

SKILLS

- Excellent communication and collaboration skills
- Problem-solving and analytical thinking
- Time management and task prioritization
- Ability to work under pressure in a fast-paced environment

LANGUAGE

- English
- Urdu