

PIZWAK FARA

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BASIC INFORMATION

IT Coordinator
Spouse Visa
UAE Driving license / Abudhabi UAE

WORK EXPERIENCE

Coordinator

Feb 2018 – Dec 2022

Eilya Care Home

- Coordinate the day-to-day operations of the special school, ensuring a safe, supportive, and inclusive learning environment for students.
- Collaborate with teachers, support staff, therapists, and parents to develop and implement Individualized Education Plans (IEPs) for each student.
- Manage the scheduling of classes, therapy sessions, and extracurricular activities, optimizing resource allocation and student engagement.
- Oversee the evaluation and assessment of students' progress and development, providing guidance to teachers and support staff.
- Act as a liaison between school staff, parents, and external service providers to ensure effective communication and collaboration.
- Organize and facilitate professional development opportunities for teachers and support staff to enhance their skills in working with students with special needs.
- Maintain accurate records and documentation related to student progress, attendance, and behavior.

Administrator

Jan 2016 – Jan 2018

City Star Public High School

- Supported administrative tasks, including answering calls, managing emails, and handling inquiries.
- Organized and coordinated meetings, events, and workshops, ensuring seamless execution.
- Maintained office supplies inventory and reordered items as needed, minimizing disruptions.
- Assisted with HR functions, such as onboarding new employees and updating employee records.
- Generated and analyzed reports, spreadsheets, and presentations using MS Office Suite.
- Collaborated with cross-functional teams to optimize processes and enhance productivity.
- Managed daily office operations, including scheduling, correspondence, and supply management.
- Developed and implemented efficient filing and documentation systems, reducing retrieval time.

Internship

Oct 2015 – Dec 2015

Klash Pvt LTD

- Collaborated with cross-functional teams to support [specific tasks or projects], contributing to [achievement or outcome].
- Assisted in [specific responsibilities or tasks], demonstrating a proactive and detail-oriented approach.
- Participated in [meetings, workshops, training sessions], gaining exposure to [industry-specific knowledge].
- Utilized [tools/software/technologies] to [complete tasks, analyze data, or create reports].

EDUCATION

Bachelors in Computer Science (BSCS)

Govt College University Faisalabad
3.53 CGPA

2011 – 2015

Intermediate in Computer Science (ICS)

Superior Group of Colleges
A Grade

2009 – 2011

Matriculation

Little Angels School System
A Grade

2009

SKILLS

Microsoft Office (excel, Word, powerpoint)

Speaking

Communication

Presentation and Writing

Event Management

Public Speaking

Volunteer Community Work

Graphic Designing (Photoshop)

Social Media Manager

CERTIFICATES

Creative Design (Punjab Information Technology Board, E-Rozgaar Center)

Microsoft Student Partner (University Level)

Oracle Developer (SCOOPS)

Unity 2D Session (G.C.U.F)

Organizer and Participant (G.C.U.F)

PROJECTS

■ Database in Oracle 4g Developer (Final Year Project)

■ Windows Store (APP Developer) (Smester Work)

■ Unity Game Developer (Smester Work)

■ OOP Project (Smester Work)

■ Website Projects Developer (Smester Work)

LANGUAGES

English

Urdu

Pujabi