

Syed Hamid Ali Shah

COORDINATOR
O-LEVEL AND A-LEVEL

CONTACT

PERMANENT ADDRESS: PESHAWAR
PAKISTAN



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PROFILE

Dynamic and detail-oriented administrative professional with over 4 years of experience in managing administrative tasks, facilitating communication and ensuring smooth project execution. Proven ability to coordinate day-to-day operations, maintain accurate records and act as a liaison between teams and stakeholders. Adept at multitasking, problem-solving and maintaining high levels of efficiency and productivity.

CAREER

- September 2020- Till date
**Beaconhouse School
System Attock Campus
Coordinator of O-LEVELS**
 - Coordination Meetings
 - Coordination with parents

SKILLS

Administrative Coordination
**Communication &
Correspondence**
**Keeping Records
and Documentation**

EDUCATION

- Mphil Geography
(18 Years education)
**University of
Peshawar, Pakistan
2022-2024**

LANGUAGES

English
Urdu
Pushto