

Ifra Waheed

CONTACT

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OBJECTIVE

To make a distinctive career in a competitive business environment by acquiring knowledge, technical skills, improving education and putting in continuous hard work and devotion.

WORK EXPERIENCE

Aspire Consultants

May 2021 — April 2024

Sales Officer

Job Responsibilities;

- Communicating with clients and understanding their immigration requirements.
- Helping clients in gathering and submitting the required documents.
- Reviewing the submitted documents.
- Keeping up-to-date with the industry changes and any alterations to the immigration laws.
- Advising clients on medical checkups and any other procedures required
- Assisting clients in finding appropriate courier facilities or with any other shipping requirements
- Maintaining an accurate record and invoices for the services provided
- Submitting documents to the respective authorities on behalf of clients
- Keeping clients up-to-date with their immigration status and communicating any foreseeable delays

The Educator School

Jan 2020 — March 2021

Mathematics

TeacherJob

Responsibilities;

- Deliver Lesson Theoretically and Applied Mathematics Skills
- Attending Meetings with Parents and Staff
- Ensuring that the Classroom Remains Safe and Conducive to Learning

Shifa International Hospital

Jan 2019 — Dec 2019

Medical Transcriptionist

Job Responsibilities;

- Listen to the recorded dictation of a doctor or other healthcare worker.
- Interpret and transcribe the dictation into patient history, operative reports, discharge summaries, and other documents.
- Review and edit drafts prepared by speech recognition software, making sure that the transcription is correct and complete.
- Follow up with the healthcare provider to ensure that reports are accurate.
- Performing additional tasks such as following up and revising patient history, as well as entering medical reports into electronic health records systems.

Al-Raza Science Academy

2013 — 2016

Administrator & Coordinator

Job Responsibilities;

- Maintain the Teachers and Staff Records.

- Create and Maintain the Newly Admit or Existing Students Records.
- Ensure the Daily Attendance Register (Students, Teachers and Other Staff Member) is Properly Maintain.
- Planning and Arrangement of the Quarterly Parent Teacher Meetings (PTM).
- Conducting and Manage the Seminar/Workshop.
- Conduct the Weekly Meeting of Teachers with Principle.
- Supporting Teachers in Daily Routine Problems.
- Ensure the Environment would be Friendly for Students.
- Create and Maintain the Records of Stationary.

EDUCATION

Bachelor in Science

University of Sargodha

Pass with 2nd Division.

Intermediate in Computer Science

Federal Board of Intermediate and Secondary Education

Pass with 1st Division.

Matriculation

Federal Board of Intermediate and Secondary Education

Pass with 2nd Division.

INTERESTS

- Travelling
- Book Reading
- Social Media
- Internet Surfing

REFERENCES

References available upon request.