

# HANNAN AHMAD

Personal Business Owner



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## ABOUT ME

Experienced educator and tour designer proficient in mathematics, science, financial management, and statistics. Skilled in crafting tailored tour itineraries, securing quality lodging, and managing logistics for seamless trips. Known for fostering engaging learning environments and cultivating strong client relationships. Holds a B.Sc. in Humanities and ACCA qualification, with extensive managerial experience in admissions, administration, and finance.

## EXPERIENCE

### M-R Tours Club, Sialkot

2017 – Present

Personal Business Owner

#### Trip Designing:

- Conceptualized and designed tailored tour itineraries.
- Incorporated engaging activities for enriching experiences.

#### Hotel Arrangements:

- Secured competitive rates with quality lodging options.
- Ensured seamless booking processes for travelers.

#### Group Member Management:

- Coordinated logistics for smooth trip execution.
- Provided personalized assistance to enhance satisfaction.

#### Client Engagement:

- Cultivated client relationships for repeat business.
- Offered personalized support throughout trip planning.

### BEACONHOUSE SCHOOL SYSTEM, Sialkot Campus

2018 – 2019

Faculty Member: Mathematics & Science Teacher

#### Curriculum Delivery:

- Taught Mathematics and Science to upper primary classes.
- Used effective teaching methods to enhance student learning.

#### Student Assessment:

- Conducted regular assessments to track student progress.
- Provided constructive feedback to support student development.

#### Classroom Management:

- Maintained a positive and organized learning environment.
- Encouraged student participation and collaboration.

#### Parent Communication:

- Communicated with parents to update them on student performance.
- Collaborated with parents to support student learning.

### BLOOMFIELD HALL SCHOOLS, Sialkot Campus

2016 – 2018

Mathematics Teacher

#### Curriculum Delivery:

- Instructed Mathematics to Pre O Level and Junior Classes.
- Implemented effective teaching strategies to ensure comprehension.

#### Assessment Management:

- Administered assessments to evaluate student performance.
- Provided feedback to aid in student academic growth.

#### Classroom Leadership:

- Maintained an orderly classroom environment conducive to learning.
- Encouraged active student engagement and participation.

#### Parental Engagement:

- Communicated with parents regarding student progress and academic concerns.
- Collaborated with parents to support student success.

## EDUCATION

### B.Sc Degree in Humanities

Mathematics, Statistics, Economics  
University of Punjab  
2003 – 2005

### A.C.C.A - Associate Chartered Certified Accountant, UK

Part 1 & Part 2  
2003 – 2005

## SKILLS

- Leadership
- Communication
- Organization
- Analytical
- Adaptability
- Problem-solving
- Teamwork
- Time management
- Creativity
- Attention to detail
- Decision-making
- Customer service
- Technical proficiency
- Interpersonal
- Resilience

## **ROOTS INTERNATIONAL SCHOOLS, Sialkot Campus** 2013 – 2016

Regional Manager (A-Level Campus & Junior Branch)

### **Leadership & Liaison:**

- Provided leadership for A-Level Campus & Junior Branch.
- Liaised between campus and head office for alignment.

### **School Development:**

- Monitored school development plans.
- Enhanced educational environment.

### **Financial Management:**

- Prepared financial reports.
- Managed HR functions.

### **Admissions & Front Desk:**

- Handled admissions and front desk operations.
- Offered guidance to prospective students.

## **PEERS' COLLEGE OF MANAGEMENT SCIENCES, Sialkot** 2012 – 2013

Faculty Member: Financial Management & Statistics

### **Course Instruction:**

- Taught Financial Management and Statistics to various degree programs.
- Ensured comprehension through lectures and discussions.

### **Curriculum Development:**

- Contributed to curriculum enhancement.
- Updated content to meet educational standards.

### **Student Assessment:**

- Designed and administered assessments.
- Provided feedback to support student progress.

### **Academic Support:**

- Offered guidance and assistance outside of class.
- Helped students improve their understanding and performance.

## **SKANS School of Accountancy, Sialkot** 2008 – 2009

Admission Advisor & Manager Coordinator

Manager Administration & Accounts Administrator

### **Admission Advisory:**

- Provided guidance to prospective students as an Admission Advisor.
- Managed front desk operations and assisted with admissions inquiries.

### **Course Coordination:**

- Coordinated ACCA & CAT (FIA) courses as Manager Coordinator.
- Ensured smooth scheduling and administration of courses.

### **Administration Management:**

- Managed administrative tasks for the institution.
- Oversaw general affairs department operations to maintain organizational efficiency.

### **Accounts Administration:**

- Handled accounts administration duties.
- Managed financial records and transactions for the institution.

## **ACHIEVEMENTS**

### **2nd Best Manager of Roots International Schools**

- Awarded 2nd Best Manager out of 31 Managers in 2015.

### **3rd Best Manager of Roots International Schools**

- Recognized as the 3rd Best Manager among 27 Managers in 2014.

### **Best Employee of Roots College International Sialkot**

- Awarded Best Employee of Roots College International Sialkot in 2014.

## **REFERENCES**

### **Madam Aberna Dar** **Section Head**

#### **Beacon House School System**

- **Contact:** +92-3216160404
- **Email:** aberna.saleem@bh.edu.pk

### **Miss Huma** **Teacher**

#### **Beacon House School System**

- **Contact:** +92-3316188433
- **Email:** humaarif.42665@bh.edu.pk

### **Mr. Ali Shakeel Mir**

#### **O & A Level's Coordinator** **Roots International Schools**

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