



**Yasir Jamal**

PA to Principal

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Other, Karachi, Pakistan

## Summary

Diploma in Graphics from PACC:  
Adobe Photoshop, Corel Draw, Free Hand and Adobe Illustrator  
Certificate in MS Office from PACC:  
MS Word, MS Excel, MS PowerPoint and Internet.

## Skills

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?????? ?????? | ?????????? ????????????? | ?????????????? | Written Oral and Communication | Written Communication | Written And  
Verbal Communication Skills | Written and Verbal Communication | Written and Oral Communication | Written And Verbal  
Communication | Writing Skills | Writing Proposals | Writing | Work Under Pressure | Work Remotely | Work prioritizing  
abilities | Work Independently | Well developed Organizational skills | Website Management | Website designer | Web  
Graphics | Web Development. | Web Designing | Web Content Creation | Web Content | Web Analytics | Warehouse  
Management | Warehouse Control | Voucher Management | Virtual Administration | Video Editing (Adobe Premiere) |  
Video Animation | Veterinary | Vertical Operations | Verbal Written Communicator | Verbal Communication | Vendor  
Management Skills | Vendor Inventory | VBA | VAS Support | ?????????? ?????????? | Typing Speed | Typing | TVET | Tutoring |  
Trustworthy | Trucks Maintenance | Travel Management | Travel | Transport Operations | Transport Management |  
Training Material | Training Development | Training Courses | Training | Train The Trainer | Trading And Distribution |  
Trading | Time Management | Textile Marketing | Tender Preparation | Telephone Skills | Telephone Operations |  
Telecommunication Experience | Telecom Giant | Tele Fundraising | Technology Oriented | Techno-Commercial  
communications (Written/Verbal) | Technical Writing | Tech Savvy | Teamwork And Problem-solving | Teamwork | Team  
Player | Team Motivation | Team Member | Team Management Skills | Team Management | Team Lead | Team Building |  
Teaching Writing | Teacher Communication | TCS Products & Services | Taxation | Tax Returns | Tax Accounting | Talent  
Acquisition | Talent Acquisiition | Support Worker | Supply Chain Optimization | Supply Chain Management | Supply Chain |  
Subject Matter | Study Abroad Programs | Student Mangement | Student Engagement | Student Development | Student  
Counseling

## Experience

Aug 2019 - Present

### PA to Principal

Pakistan International School of Damascus, Damascus, Syria

Managing the annual scheduling of school meetings with Chairman BOG, ensuring  
agendas are set to fulfill important school functions under the guidance of VP Academics  
and Principal.

Assisting school leadership for making official confidential documents sending and  
receiving to/from the esteemed Embassy of Pakistan, Damascus.

Maintaining registers for In-coming and Out-coming mails to and from esteemed Embassy of Pakistan, Damascus relating to all school matters for Principal.

Maintaining and keeping the record up to date of all relevant documents to the school leadership.

Taking minutes of BOG meetings, Monthly meetings of Section Heads and monitor complex and sensitive actions for strategic groups, including the School Leadership Team taking corrective action or advising of problems/delays as necessary.

Maintain log of follow ups of the decision of Chairman BOG regarding particular relevant matters.

Playing a key role in supporting to Principal for project planning and management, having an active input into the production of confidential reports, documentation and presentations.

Assisting Principal for making ACRs of the staff members and maintain staff personal files as record.

Preparing Appreciation Letters, Experience Letters and Warning Letters to the Staff members.

Responsible for preparing covering letters on behalf of Principal sending to the esteemed Embassy of Pakistan, Damascus.

Prepare various SOPs of the different school departments such as Examination, Admission and Progress Section etc. as well as assisting VP Academics for preparing school Hand Book.

Carrying out background research, present findings and identifying solutions to problems of varying complexity regarding students, staff and parents.

Receiving, investigating and responding to complaints, liaising with other staff and seeking advice and clarification as and when required.

Making and receiving phone calls to and from parents for arrangement of appointments with higher hierarchy of the school, conveying messages, as well as giving information related school matters.

Distributing salaries (cash in USD) to all Pakistani staff receiving from esteemed Embassy of Pakistan, Damascus and maintain record in receipt of salaries.

Most of the times photocopies of the confidential documents are done for making surety of the document's secrecy.

Apr 2014 - Present

**APSACS Management Software Coordinator**  
Army public school, Karachi, Pakistan

Aug 2004 - May 2006

**Office/account assistant**  
H&Y BUSINESS SYSTEM

# Education

2007

University of Karachi

Masters in Business Administration

CGPA: 2.7/5

# Languages

English  
Expert