

SABA SIDDIQ

PHONE 0336-2535113 E-MAIL sidsaba@gmail.com
FLAT NO. 702, BLOCK A, NAZ PLAZA, M.A. JINNAH ROAD, KARACHI

Profile

- ✓ Develop, overview, conduct, and evaluate training on-site and virtually for the entire South region
- ✓ Lead and supervise schools' projects and management in the South region
- ✓ Successfully established Knowledge Platform Office in Karachi. Conducted interviews for hiring
- ✓ Wrote business proposals to generate funds for the school
- ✓ Managed and retained relationships with existing donors and sponsors
- ✓ Managed overall operations of the school
- ✓ Conducted audits to assess controls, operational and technical efficiencies and compliance with selected policies, procedures and regulations
- ✓ Created professional development, performance management and improvement systems for staff
- ✓ Served as primary liaison to the Finance and Procurement team to ensure that services are provided in an efficient and timely manner
- ✓ Coordinated Fellows Recruitment Process for 2011, 2012, 2013 and 2014 Cohorts, including info sessions and Assessment Centers for final selection. Represented Teach For Pakistan at a NLT in Doha on Organizational Development organized by Teach For All, a global network of independent social enterprises that are working to expand educational opportunities in their nations
- ✓ Developed Standard Operating Procedures for HR & Admin. Department
- ✓ Worked with different teams to create cost-effective budgets
- ✓ Worked on Ilm Ideas project
- ✓ Organized various events

Professional Experience

Business Development & Office Manager: *Knowledge Platform*

Mar 20 – April 22

Founded in 2000, Singapore-based Knowledge Platform is one of Asia-Pacific's leading 'next-generation' learning solutions companies. We provide holistic learning solutions for our clients in the form of strategy, content, technology and support.

- ✓ Work closely with Schools. Organize and conduct meetings with potential stakeholders.
- ✓ School visits on regular basis to discuss the progress of teachers. Assist teachers to use digital content in conducting lessons in class, and provide recommendations on best teaching practices
- ✓ Provide support and feedback after solution deployment. Provide training and conduct learning workshops
- ✓ Build long-term relationships with new and existing customers
- ✓ Generate revenue for the organization. Retrieve quarterly subscription from partners
- ✓ Look after the Hiring process, interview candidates and shortlist them
- ✓ Maintain close coordination between Karachi and Islamabad offices
- ✓ Set up office in Karachi. Manage overall Karachi office operation
- ✓ Deal with vendors, collect quotations and prepare analysis.
- ✓ Ensure that the team is working with all the resources required to perform the job effectively and efficiently.

Manager Administration: *The Garage School - Project of Saifi Benevolent Trust*

July 18 – Feb. 20

A non-profit organization that is committed to uplifting the residents of Neelam and Shah Rasool colony through the provision of quality education and health care.

- ✓ Maintained donor/sponsor database. Shared Quarterly reports with donors
- ✓ Oversee recruitment process. Oversee payroll process and attendance process
- ✓ Drafted and reviewed contracts. Oversee programs/activities happening at school
- ✓ Prepared presentations as per requirements
- ✓ Oversee smooth provision of uniform/Lunch/Milk to the students
- ✓ Managed email correspondence and picture database for different purposes
- ✓ Managed provision of Eid clothes and Ration to the families.

Manager, Internal Audit: *The Aman Foundation***June 16 – May 18**

A not-for-profit trust, the foundation aspires to improve healthcare and education/skills through its direct interventions.

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- ✓ To perform ad hoc investigations and reviews at the request of the Audit Committee
 - ✓ To perform follow-up work with respect to open audit observations ensuring management progress actions within the agreed time scales and to escalate failure to progress actions as per the established audit methodology
 - ✓ Review significant partnership arrangements and major services provided by third parties and the controls in place to promote and protect Aman's interests. Assess whether lines of responsibility and assurance are clear
 - ✓ Identify instances of over and under control and with a clear articulation of residual risks where existing controls are inadequate
 - ✓ Demonstrate the highest standards of ethics and standards across the organization based on the principles of integrity, objectivity, competence and confidentiality.

Manager, HR & Administration: *Teach For Pakistan***Sept. 14 – May 16**

TFP is a movement of recent graduates and young professionals who commit two years to teach in Pakistan's under-resourced schools and go on to become lifelong leaders working across all fields to expand educational opportunities.

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- ✓ Overseen all aspects of Teach For Pakistan staff recruitment. Ensured that the team works at it full capacity. 100% hiring
 - ✓ Created job descriptions for all existing and new positions
 - ✓ Managed all aspects of the hiring, confirmation, termination process. Managed the on-boarding process for new employees
 - ✓ Developed toolkits to support the selection of staff (interview guides, project plan exercises, review forms, etc.)
 - ✓ Handled staff payroll. Ensuring timely submission of payroll without errors
 - ✓ Determined HR data system needs and trained team staff to ensure that they are met with requirements
 - ✓ Managed forums for all employees to voice their concerns and needs
 - ✓ Monitored Human Resources budget
 - ✓ Planned and executed all events such as Assessment Centers, conferences, etc.
 - ✓ Trained and guided the team on the ERP system and Purchase requisition process. Acted as a first PR approving authority in the hierarchy
 - ✓ Ensured that the team is working with all the resources required to perform the job effectively and efficiently.

Coordinator, Training & Support: *Teach For Pakistan***May 13 – Aug. 14**

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- ✓ Coordinated all aspects of in-service classroom objectives, on-going training and professional development to ensure that Fellows stay motivated and have maximum impact on their students
 - ✓ Coordinated all logistics involved in the pre-service training institute, including transportation, lodging, dining, space needs for the training, participants and institute faculty
 - ✓ Maintained a detailed calendar of events for Fellow development
 - ✓ Liaised with the M&E team regarding the measurement of Fellow effectiveness as teachers, including conducting a needs assessment, baseline surveys, etc.

Coordinator, HR & Admin: *Teach For Pakistan***Nov. 10 – Apr. 13**

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- ✓ Developed job descriptions. Handled job postings for vacant positions by placing job advertisements in the newspaper and on different websites. Managed the shortlisting process and conducted the first round of interviews
 - ✓ Coordinated new hire orientation. Prepared all documents pertaining to contracts and other important HR letters and related documents
 - ✓ Developed standard operating procedures. Handled day-to-day employee queries. Explain policies and procedures to employees in a timely effective manner
 - ✓ Administered the probationary review time periods. Support Performance Appraisals. Handle confirmations and promotions
 - ✓ Managed attendance, leaves updated record of leave and attendance

- ✓ Established, organized the maintenance of department records, and ensure complete accuracy and confidentiality
- ✓ Maintained activities calendar process. Arranged successful meetings and various events.
- ✓ Ordered and handled stationary. Maintain inventory of office supplies. Ensured filing systems are maintained. Managed effective utilization of Petty cash
- ✓ Organized and coordinated travel arrangements
- ✓ Managed office vehicle, which includes timely allocation of the vehicle to the staff, management of logbook, and record-keeping of fuel consumption.
- ✓ Handled Purchase Requisition process.

Office Manager: *Griffith College Dublin, Karachi Office*

Oct. 09 - Sept. 10

Griffith College Dublin is working in Education business activities.

- ✓ Co-ordinated with students' counselors of schools/colleges
- ✓ Co-ordinated with educational Agents all over Pakistan
- ✓ Managed student database
- ✓ Dealt with Parents and walk-in admission queries.

Admin Incharge, Membership Network: *Teachers' Resource Centre*

Mar. 03 - Oct. 09

The Teachers' Resource Centre (TRC) is a non-profit, non-government organization, dedicated to improving the standards of education in both government and private sector schools in Pakistan.

- ✓ Served as primary point person for correspondence and communication with institutional and associate members, resource persons and all visitors
- ✓ Administered the workshop program solely which included registrations, developing fliers, workshop schedules, handouts, workshop records, and logistics
- ✓ Coordinated with Senior Manager, Membership Network to facilitate the accurate and timely reporting, writing, editing and preparation of bi-annual reporting of Workshop Programme for record-keeping
- ✓ Compiled, updated and maintained databases of workshops, workshop leaders, TRC membership, TRC- IECE faculty and courses
- ✓ Streamlined workshop evaluation process by improving and improvising procedures
- ✓ Provided executive-level administrative support to the Director and the Senior Manager Membership Network with a demonstrated ability to plan and develop presentations, coordinate the details of events, travel arrangements, and itineraries and meet demanding deadlines
- ✓ Managed capital purchases for kitchen supplies and stationary inventory; generate and maintain records. Decreased the capital expenditure on kitchen supplies by almost 50%
- ✓ Recruited new hires. This includes creating new job descriptions, preparing advertisements, liaising with newspapers, scheduling interviews and screening full-time applicants for support staff
- ✓ Supervised, trained and conducted performance appraisals for support staff
- ✓ Attended miscellaneous administrative jobs including filing, retrieval and checking for information, transmitting faxes, prioritizing and sorting mail, etc.
- ✓ Maintained website and regularly update workshop information.

Education

Institute of Business and Technology (BIZTEK)

2008

Executive Masters in Business Administration

Final Thesis: The Crisis of Education in Pakistan: *Exploring Public-Private Partnerships in the Education Sector*

Government College for Women, Shahrah-e-Liaquat

2005

Bachelor of Arts

Noor College of Professional Education

2002

Diploma in Information Technology

References and supporting documentation to be furnished