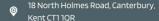


## CONTACT





moona.libra@yahoo.com

Pakistani

# SKILLS

- Strong love for teaching
- · Staff education and training
- · Classroom management
- Usage of MS Word/Excel
- Customer service
- Cash handling
- · Food preparation
- Training and development
- Complaint resolution
- Closing procedures
- Order accuracy

# **Maliha Tanvir**

## PROFESSIONAL SUMMARY

Multi-talented Team Member able to take on any required task and adapt to changing conditions with resourceful and hardworking mindset.

Dedicated to business success and ready to learn and advance professionally.

# **WORK HISTORY**

#### **Team Member**

08/2022 - 10/2022

Kfc - Islamabad, Pakistan

- · Used fryers, grills, and microwaves while following safety guidelines.
- Took cash and card payment at checkout, providing correct change and receipts when requested.
- Kept work areas spotlessly clean for optimal hygiene levels and consistent customer satisfaction.

#### **Assistant Teacher**

01/2022 - 08/2022

Beacon House School System - Islamabad, Pakistan

- Supported students with various learning difficulties to understand key concepts in core subjects.
- · Prepared classroom, gym and swimming pool before lessons.
- Delivered targeted reading sessions for small groups of students with additional educational needs.

#### Cashier

08/2021 - 12/2021

Tehzeeb Bakers - Islamabad, Pakistan

- Issued receipts for customer purchases and gifts, advising on in-store return and exchange policies.
- · Performed accurate cash counts at store opening and closing.

### **Class Teacher**

09/2018 - 07/2021

IIUI schools and colleges - Islamabad, Pakistan

- Adapted teaching methods and materials to meet students' varying needs and interests.
- Planned and organised classrooms that consistently facilitated a positive learning experience.
- Utilised visual aids and classroom displays to support engaging lesson delivery and enhance student understanding.

## **EDUCATION**

Master of Science: International Business, 01/2023 – Current Canterbury Christ Church University – Canterbury

Master of Arts: Education, 11/2016 - 05/2018

SUIT - Islamabad