

TABINDA PARWAR
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OBJECTIVE

To work in a challenging atmosphere where professionalism demands its best, enabling to use my strong organizational skills, education background and communication skills to move in a team.

CORE COMPETENCIES

Blended and Online training, Proficiency in Learning Management Systems, Content Delivery, Progress Tracking, Organizational Development, Coaching and Mentoring, Sales and Marketing, E-Commerce, Entrepreneurship, Curriculum Development, Project Based Learning, Differentiated Learning, Performance Management and Discipline, Talent Acquisition, Interpersonal Skills. Adept at using Microsoft Word, Excel, PowerPoint, Multimedia.

PROFESSIONAL EXPERIENCE

April 2020- To date National Business Development Program-SMEDA
Pre-qualified Master Trainer/ Consultant database

Jan 2020- To date Lahore Chamber of Commerce & Industry
Consultant Trainer

KEY CONTRIBUTIONS

- Training individuals and providing hands-on-advice and direction for SMEs and Marketing Professionals getting subject matter expert training to extend Non- Financial Advisory Services to Small and Medium Businesses under National Business Development Program (NBDP).
- Coaching and facilitating managers and team members of Private and Government organizations in providing One to One consultancy sessions and guidance through difficult conversations and situations to drive a culture that promotes and encourages high performance bench-marking with competitors.

SUBJECT MATTER EXPERT TRAINING

Build an Agile approach to Digital Marketing
Digitalizing your Business -Daraz
Freelance Business Management & Payment Channels
How to do Business Profiling For Startups
Fundamentals of Selling on Amazon
Marketing And Advertising For SMEs
Facebook Marketing Strategies For SMEs
Leadership Skills and Traits For SMEs.
Business Opportunities and Survival during Pandemic In Pakistan
Freelance Business Management & Payment Channels
The Wave of Business Entrepreneurship

Feb 2018- May 2021

PEEF, The Punjab Educational Endowment Fund

Trainer/ Visiting Faculty of the Government of Punjab

KEY CONTRIBUTIONS AT PEEF

- Responsible for the training programme for PEEF scholars across Punjab at the University level by helping students to realise their potential and improving their personality for the betterment of society through the newly established facility of Youth Development Centre, Murree.
- Partnered with leadership team to identify competency and talent gaps thereby launching talent development strategies for addressing these gap.

August 2017- To date

The City School, DHA Campus

Faculty Lecturer of The City School

August 2013-October 2016

The City School, Shalimar Campus

KEY CONTRIBUTIONS AT THE SCHOOL

- Teaching and Facilitating learning by establishing positive relationship with my students.
- Dedicated in providing the most comprehensive and accessible online classes on Microsoft Teams (Learning Management Systems) by developing content for learning and designing digital based activities with regards to students access in each class through Insight app.
- Assume all responsibilities of a regular faculty member including lesson planning, grading work as per the CIE mark scheme, professional development, communication with parents, formal and informal assessments of students, and staff meetings. Organizing the groups of children and developed stimulating learning strategies for mixed- ability classes.
- To collaborate with Head of Department to suggest changes and improvised curriculum; performing basic administrative duties provide individual assistance to students as needed.
- Newsletter In-charge at TCS .
- Organizing school events and working as an active member of School Club team.

CO-TEACHING TRAINING

Conducted a full day training session at The City School various branches in Punjab.

Coordinated presentations and demonstrations as part of the teaching training.

July 2008- Sept 2009

Meezan Bank Ltd

Area Branch, Operations Department Specialist

KEY CONTRIBUTIONS AT BANK

- Responsible for floor management, Account Opening, Locker Operation, initiating complaints of PB/ATM/SMS/Internet Banking. Initiate complaints in CRM system of internal and external customers.
- Initiate PB/ ATM/ SMS/ Internet Banking Indemnity forms in CRM. Responsible for Account Opening (Input of AOF, KYC in system, Nadra Verification and SS Cards are properly maintained) ATM cards and Letter of Thanks are timely delivered to the customers and the undelivered cards are properly destroyed at the given time frame.
- Liaise closely with Operations, Branch Manager and Service Quality Department at Head Office.

EDUCATION

2012-2013 CSS Exams

**August, 2011 Pakistan Institute of Fashion Design
Courses in Fashion Designing and Pattern Making**

June, 2011 University of Management and Technology

July, 2008 **Diploma, Interior Designing**
Lahore School of Economics
July, 2007 **Master of Business Administration (Finance and Banking)**
Lahore School of Economics
June 2004 **Bachelor of Business Administration (Honors) in Finance and Economics**
BeaconHouse School System
GCE Advanced Level

INTERNSHIP/ VOLUNTEERING

AKHUWAT	Jan 2009- Present
Education Centre, Canal Bank, Lahore	June 2001
SOS Children's Village of Pakistan	Aug 2002
ABN AMRO Bank, Upper Mall Branch, Lahore	Aug 2004

PROJECTS

- Conducted Market Research for TELENOR with the aim of finding why Telenor Persona has low sales.
- Conducted Market Research for SHEZAN and design an Ad Campaign for it.
- Launched a new product Frosted Ice- Cream Sandwich through conducting a Market Research with the aim of designing a Promotional and placement strategy.
- Carried out a strategic Audit for PEL and identified its "Strength and Weaknesses".
- Conducted a research on "Need Assessment of Urban Growth Projects: A Critical Review of Methods in Practice" which was supervised by a faculty member of The Lahore School of Economics. Research aimed at determining the unmet needs of people living in Katchi Abadis.

COMPILATION

My one book has been compiled with the title "**Activity Book/ Past Papers/ Marking Schemes**" Paper 01/ History of Pakistan & Paper 02/ Environment of Pakistan. (Cambridge International)

PROFESSIONAL TRAINING SKILLS

- Subject based Face-to-Face Training at the British Council.
- How to teach Online: Providing Continuity For Students (FutureLearn)
- Bullying in Schools: How Should Teachers Respond? (Queensland University of Technology)
- Cambridge Assessment Webinar(Teaching Pre A1 Starters, A1 Movers and A2 Flyers Online)
- IB Theory of Technology (Oxford University Press)
- British Council Courses- The challenges of remote learning and pupil assessment.
- K-12 Blended and Online courses from edX and Coursera.
- Certificate for participation in the 4th International Conference & Exhibition on Islamic Banking.
- Two day Specialized Workshops on Islamic Microfinance & Shariah Standards on Nov 03 & 04.

PERSONAL INTERESTS

Travelling, Reading, Creative Writing, Browsing, painting and Interior Designing.

References furnished on request.