



SUMMARY

3.5+ years of experience in higher education, specializing in academic administration, student engagement, and IT project coordination. Passionate about fostering inclusive, sustainable, and gender-responsive learning environments aligned with institutional development goals.

EDUCATION

Aga Khan University

Certificate Course, Educational Development, Educational Leadership and Management.
2024 - 2025

Hamdard University (HIMS)

Bachelor of Business Administration - Marketing
2014 - 2018

ASKARI DEGREE COLLEGE

Inter, Pre-Engineering
2012 - 2014

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

LANGUAGES

- English
- Hindi
- Urdu
- Arabic

PROFESSIONAL EXPERIENCE

Academic Program Coordinator

Indus Valley School of Art and Architecture_ IVSAA
Mar 2023 - Present · 3 yr 2 mos

- Support Faculty and Head of Department in curriculum review and development and supporting faculty in academic planning
- Organizing academic events, workshops, and initiatives for interdisciplinary learning and community involvement.
- Responsible for efficiently carrying out all pre-semester, during the semester and end of semester academic activities.
- Responsible for preparing the department timetables.
- Responsible for the collection and recordkeeping of course outlines from all Faculty every semester.
- Manage the process of interdepartmental transfers in coordination with various departments.
- Coordinate with departmental APA/APO to conduct semester-wise meetings of Board of Studies and Advisory Committees.
- Managing all aspects of the undergraduate and graduate program. admission process in coordination with the Academic Coordinator.
- Provide effective support to the Academic Coordinator in the graduation process and conduct of convocation ceremonies.
- Provide support to the Communication Office in providing relevant information related to yearly prospectus and graduate directory.
- Leading student mentorship programs along with youth development activities in the department.

Administration Officer

Dawood Public School_ Affiliated with Cambridge University
Apr 2022 - Sep 2022 · 6 mos

- Contributing to a professional and positive work culture
- Oversee the admission process and documentation work.
- Replying the HODs emails, complains and quires etc.
- Schedule the time table and meetings
- Helping teachers in IT and grading sheet.
- Manage Google class room.
- Order stationery and officer supplies.
- Facilitate summer school program and maintain a safe environment for children, parents, and team members
- Maintain and keep update the Students files.
- Assist the HODs in hiring Staff and Faculty.
- Maintain CV and their documentation, schedule interviews and demo sessions for candidates.
- Manage Daycare Facilities.

RECOMMENDATIONS

Dr. Suneela Ahmed

Line Manager at Indus Valley School of Art and Architecture

I have been working with Barera as her direct line manager for almost three years now and find her to be an extremely efficient and hard working young professional. She is a quick learner and efficient in her time and deliverables management. She is able to work independently and doesn't shy away from added responsibilities. The Architecture Department is very lucky as the Department's Academic Program Officer. She gets along very well with students, faculty and other peers and is generally a likeable person

Omair Khimani

Line Manager at Intelligenes

"Hardworking, persistent and always open to learning something new are some of the many qualities Barera possesses. I have worked with her during the last year and highly value her contributions in helping us identify and reach out to the right customers. She easily adapts to rapidly changing business requirements and goes about her activities in the most professional of ways."

Fahim Ahmed

Team Member at Grappetite

"Its been 3 month she has been working in our company, I found her very punctual and consistent employee, She is very enthusiastic and dedicated to her work. She completes her task on time and makes sure those task are effective, and last but not least she has great communication skills."

REFERENCE

Dr. Suneela Ahmed

Head of Department, IVSAA

Email Address: suneela.ahmed@ivs.edu.pk

Contact No: +92 300 2209581

<https://www.indusvalley.edu.pk/>

Andy Larkin

CEO, Grappetite

Email Address: andy@grappetite.com

Contact No:

North America:+1 (856) 479-8417 (USA)

Europe: +31(20) 894 31 24 (NL)

Asia: +92 319 129 9005 (PK)

<https://grappetite.com/>

Reporting Officer _ (Part-time)

Amazon FBA Seller_ (Part-time)

Dec 2021 - Apr 2022 · 5 mos

- Inventory Report.
- Product Hunting & Listing.
- PPC & Research.
- Competitors Research.
- Keywords Research & Tracking.

Marketing Assistant _ (Part-time)

My GiftList App

Aug 2021 - Jan 2022 · 6 mos

- Researching.
- Competitors Analysis
- ASO and SEO keywords research, etc.
- Content and Video Editing.

Business Development Associate

Intelligenes: Global Delivery Center for Web & Mobile App Development Services

Jan 2021 - Aug 2021 · 8 mos

- Lead generation.
- Work on outbound strategies.
- Estimate submission.
- Dealing with clients.
- Brand Management.

Business Development Associate Intern

Intelligenes: Global Delivery Center for Web & Mobile App Development Services

Sep 2020 - Dec 2020 · 4 mos

- Assessing and identifying potential prospects/ leads through various digital channels.
- Building and managing consolidated leads database.
- Lead Generation. (outbound strategies)
- Sending emails to prospects (cold emailing)
- Engage with prospects.
- Drafting the proposals and estimates.

Admission/Administration Officer

AL-HAMD ACADEMY

Aug 2016 - Aug 2017 · 1 yr 1 mos

- Communicate with the parents and Attend to student queries.
- Collect the evaluation feedback from students and evaluate them. Invigilate the CA, ACCA students exam.
- Attendance.