



KAINAT HUSSAIN

Administrative Expert | Education Specialist | Banking

Contact

0581959261

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www.kainatdxb.com

Core Competencies

- Office Administration & Records Management
- Educational Program Development & Curriculum Implementation
- Banking Operations & Bancassurance Product Sales
- Customer Relationship Management & Client Retention
- Information Management & Library Sciences
- Classroom & Office Management Systems
- Team Collaboration & Stakeholder Communication

Software Proficiency:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Educational Management Systems | Banking Software Applications | Library Management Systems

Language proficiency:

- Urdu – Native / Fluent
- Hindi – Fluent
- English – Intermediate

Reference:

Available upon request

Personal information:

Gender:	Female
Nationality:	Pakistani
Marital Status:	Married
Religious:	Islam
Date of Birth:	24 October 1996
Visa Status:	Visit (Valid till 20 Dec)

Personal Attributes

Strategic thinker with comprehensive cross-functional experience spanning education, banking, and administration. Recognized for exceptional attention to detail, professional integrity, and ability to translate organizational objectives into actionable results. Skilled in navigating fast-paced, deadline-driven environments while maintaining service excellence. Proactive self-starter with strong work ethic and genuine passion for contributing to organizational success through innovative approaches and collaborative teamwork.

Academic Qualification:

- Master of Library and Information Sciences (MLIS)**
Attested from Dubai MOFA
Allama Iqbal Open University, Islamabad | 2023
- Bachelor of Arts (B.A.)**
University of the Punjab, Lahore | 2018
- Faculty of Arts (F.A.)**
Board of Intermediate and Secondary Education, Rawalpindi | 2015
- Matriculation (Secondary School Certificate)**
Board of Intermediate and Secondary Education, Rawalpindi | 2013

Experience & Certifications

- Bancassurance Sales Officer (BSO)**
Habib Bank Limited (HBL), Pakistan | January 2022 – March 2025
 - Conducted financial needs assessments and recommended tailored insurance solutions while ensuring full regulatory compliance.
- Teacher**
Allied School, Rawalpindi Board | March 2019 – February 2024
- Administrative Professional & Intern**
Various Organizations November 2024 – January 2025
- Diploma in Office Management**
Skill Development Council Punjab, Lahore | July 2018 – December 2018
- Diploma in Dental Assistant**
Institute of Health & Management Sciences, Islamabad | Certified 2020
- Dental Assistant**
New Zeeshan Dental Care, Sargodha (2023 - 2024)
 - Provided comprehensive chairside assistance, managed instrument sterilization, took dental X-rays, and educated patients on post-operative care in a busy clinical environment.
- Class Management Tools & Effective Teaching-Learning**
April 2019 – September 2019
 - Advanced training in educational methodologies and classroom optimization strategies