



# KAINAT HUSSAIN

Administrative Expert | Education Specialist | Banking

## Contact

 0581959261

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 [www.kainatdx.com](http://www.kainatdx.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