



Seher Arshad

Recent graduate with a Degree in Special Education and experience in administrative roles. Skilled in managing schedules, records, billing, and staff coordination, with strong abilities in organization, communication, and problem-solving. I am eager to apply my administrative expertise to support special education environments and enhance operational efficiency within educational institutions.

CONTACT

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SKILLS

- MS Word skills
- Thematic analysis through coding Report
- One-to-one student support
- Active-listening
- Communication skills Collaborative
- Team work
- Compassion & patience

LANGUAGES

- Urdu
- English
- Punjabi:

CERTIFICATIONS

- An Introduction to Accessibility and Inclusive Design (Continue)
- Graphics designer.
- Freelancing.
- Creative writing.
- Learn basic grammar.
- Digital literacy.
- Introduction to Excel Assessment for learning.

EXPERIENCE

Admin

05-2017 / 08-2019

Habib Clinic

- Patient Scheduling: Manage appointments efficiently.
- Staff Oversight: Supervise clinic staff and daily operations.
- Record Keeping: Maintain accurate patient records.
- Inventory Control: Order and manage clinic supplies.
- Billing: Handle billing and insurance claims.
- Communication: Act as liaison between patients and staff.
- Compliance: Ensure adherence to healthcare regulations.
- Technology: Oversee clinic software and troubleshoot issues.
- Customer Service: Address patient concerns for a positive experience.

EDUCATION

Mphil Special Education (Continue)

University of Education -Lahore, Pakistan
2024

B.Ed (Hons) Special Education

University of Education -Lahore, Pakistan

FSC. Pre Medical

Rabia Basri College ,chungi Amar sidhu -Lahore, Pakistan

Matric (Bio)

Govt Girls High School,Boyscot Lahore cantt -Lahore, Pakistan