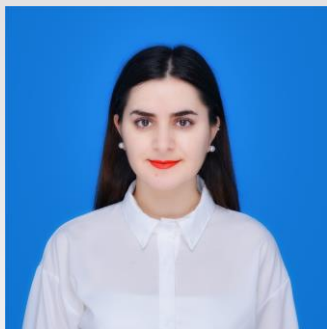


## SAIRA BANU



Chinese Language  
Teacher,  
Translator &  
Communicator Assistant  
Vlogger

### Contact:

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mail.com

### Skills

- Leadership
- Teamwork
- Communication Skills
- Videography
- Computer Skills
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Office

### Languages

- ✓ Chinese
- ✓ English
- ✓ Urdu
- ✓ Punjabi
- ✓ Khwar

### **Profile**

Bringing forth a motivated attitude and a variety of powerful skills. Multilingual, hardworking, and ready to join my next team.

### **Internship & Employment History**

#### **Internships**

##### **1: Teaching Assistant, Chinese Language at NUML Chinese Department** (Sep 2023-Dec 2023)

➤ Developed and delivered engaging Chinese language lessons to different levels of HSK classes.

##### **2: International Students Admission Assistant at Southwest University Chongqing, China** (Feb 2024-June 2024)

➤ Managed the admission process for more than two thousand international students including application review and documentation.

#### **Employment**

##### **Manager**

##### **Port Qasim Electric Power Company, Pakistan**

Dec 2024 – Present

- Oversee company-wide reimbursement processes, ensuring compliance with financial policies and timely disbursements.
- Manage daily office operations, including supervision of administrative and operational staff to maintain workflow efficiency.
- Lead procurement activities by negotiating with vendors, sourcing suppliers, and securing cost-effective business deals.

##### **Zubair Feeds Pvt Ltd**

##### **Procurement Officer & Chinese Language Interpreter**

Aug 2024-Dec 2024

- Sourced and liaised with Chinese machinery suppliers to procure industrial equipment, ensuring cost-effectiveness and quality compliance.
- Communicated with manufacturers in Mandarin to negotiate terms, obtain quotations, and finalize procurement agreements.
- Managed end-to-end procurement processes, from vendor identification to order placement and delivery coordination.

##### **Assistant Manager, China Cross-border E-commerce**

##### **Professional**

##### **Committee, Islamabad** September 2019 –December 2020

As an Assistant Manager my duties were as follow.

- Implementing office procedures, supervising projects, preparing reports, handling phone calls and correspondence, and organizing meetings and conferences.
- Conducted weekly meetings to communicate issues and weekly goals, answering and resolving employee questions or concerns.

## **English Language Teacher to Chinese Students, China Pakistan Educational and Cultural Institute, Islamabad**

Sep 2018 –March 2019

➤ Enthusiastic and devoted Foreign Language Teacher with excellent communication skills. High degree of fluency in Chinese, English and Urdu and specializes in managing students and maximizing learning opportunities in diverse classroom settings.

## **Chinese and English Language Teacher, Roots School System DHA-1, Islamabad**

November 2017 –March 2018

- Prepared lesson plans and adjusted accordingly based on student progress.
- Provided students with an immersion in the culture to enhance comprehension.
- Encouraged parents to develop language skills at home.

## **Education**

- Master of Teaching Chinese to Speakers of other Languages (MTC SOL), Southwest University Chongqing, China (Sep 2022- June 2024)
- HSK 6, Jan 2024
- International Chinese Teachers Scholarship, Beijing University of Languages and Culture. (July 2020 Sep2021)
- BS Hons English, National University of Modern Languages, Islamabad. (Feb 2013 – Jan 2017)

## **Hobbies**

- Traveling
- Videography
- Vlogging

## **Interest**

I have a YouTube channel where I combine language learning with travel! I create vlogs teaching Chinese and exploring the breathtaking landscapes of China and Pakistan.

<https://www.youtube.com/@sairatravlogs7506>

## **Achievements**

- Won Silver Medal for the group project of " Chinese Language Promoters on the One Belt One Road" in Chongqing Division of China International college student International Competition
- Position in **Online Summer Camp Training** for Local Chinese Teachers- Confucius Institute University of Agriculture Faisalabad, Pakistan, Aug-23 to 26, 2024.
- Awarded **Excellent International Graduate Student** for the year of 2024 based on academic record and outstanding performance at **Southwest University Chongqing, China.**
- Awarded **first prize Excellent Foreign Students Scholarships of SWU** with excellent achievement and outstanding behavior during the academic year 2022 to 2023.

- Awarded **International Students Admission Ambassador** at Southwest University Chongqing, China.
- Recognized for **Outstanding Contribution to Integrated Media work in 2023** at Southwest University Chongqing, China.
- **Chinese Bridge Competition, Islamabad** Awarded 2<sup>nd</sup> position in Chinese Bridge Competition, 2019.
- Awarded **12 days trip to China** representing Pakistan in Final Chinese Bridge Competition, Aug 13<sup>th</sup> to 23<sup>rd</sup>, 2019
- Awarded **2nd position in Chinese Bridge Competition**, 2020.

