



CONTACT INFO

PHONE

+966540508149

EMAIL

 Sarah.nabeel96@gmail.com

NATIONALITY

Pakistani Passport

Yemeni Mother

BIRTH INFO

JEDDAH, SA

4th June, 1996

ADDRESS

JEDDAH, Bani Malik, New Al Naseem dis. Omar Al-Awsi St.

LANGUAGES

Bilingual Native

English & Arabic.

KEY SKILLS

- Communication Skills
- Problem Solving
- Leadership
- Teamwork Skills
- Emotional Intelligence
- Drawing
- Watercolor Painting
- MS Office
- Translating
- Subtitle Editor

SARAH NABEEL BAKHSH

Dynamic **Teacher Assistant** in **Early Years**, with a pleasant personality, worked with different teachers & supervisors to achieve success in the academic progress by managing classes, designing play-based activities, managing outdoor activities, engaging in supervising many important events of **PISJ-ES** throughout the sessions. Played an effective role in maintaining discipline & keeping high expectations of **PISJ-ES**.

❖ EDUCATION

Bachelor's degree in Business Administration – Systems Track.

GPA is 3.14 out of 4. Very Good. (Graduate of 2020).

- The Canadian Creative Center for English Language (2015) | Jeddah, SA.
- Arab Open University (2017 – 2020) | Jeddah, SA.

❖ EXPERIENCES

Al-Ressala Adv. Co. – (September 2022)

Providing Ad packages on Snapchat, Instagram, and Facebook to different clients to support their business. Designing Ads based on the client's needs and objectives. Keeping up with campaign sales and ensuring its validity and effectiveness to meet the client's expectations.

Pakistani International School in Jeddah – English Section.

(Dec. 2022 – June 2024)

Working at **PISJ-ES** allowed me to explore my teaching abilities in **Early Years** with **PG, Nursery, and Reception**. Progressing with kids by developing their skills through play-designed activates, creating safe and supportive learning spaces that allow kids to explore & have fun. Observing and assessing students' progress & pay attention to their needs to create fun, supportive, and effective activities & lesson plans.

Gdart Company. (Sep. – Dec. 2024)

Translating YouTube Islamic Content from Arabic to English. Editing and ensuring the quality of the Translations in SRT files to be uploaded on YouTube.

Arab Open University – (Freelance)

Preparing assignments for individual students and groups work, PPTs, along with customized revisions for business students.

Consulate-General of Japan in Jeddah. (Feb. – Mar. 2025)

In celebrating the 70th Anniversary of Saudi Arabia-Japan diplomatic Relations:

Working at Manga Hokusai Manga exhibition started from the opening day by welcoming respected **general-consuls** of other countries along with press and other representatives. **Supervising** the visitors of families and foreign tourists while ensuring explaining and discussing the aims & value presented in the exhibition and how it contributes to support the diplomatic relationship of **Saudi Arabia-Japan**.

❖ AWARDS & ACHIEVEMENTS:

- **PISJ-ES the Best Teacher Assistant of Year (2022-2023)** I was honored to receive the Best Teacher Assistant Award in my 1st year of joining **PISJ-ES**.
- **PISJ-ES The Most Believing Teacher of Year (2023-2024)** In recognition of the achievements in contributing to meeting **PISJ-ES** expectations.
- **Consulate-General of Japan in Jeddah (March, 2025)** I was honored to receive an appreciation certificate from the respected **General-Consul of Japan** in Jeddah after the success of Manga Hokusai Manga exhibition.

شهادة شكر وتقدير

يتقدم القنصلية العامة للإمارات بجدة بالصلص الشكر والتقدير
للسيدة ساره نبيل بخشن على
لمشاركتها وتطوعها للعمل في معرض "مانجا هوكسي مانجا" المقامة بجدة التاريخية
في الفترة من ١٦ فبراير إلى ٨ مارس ٢٠٢٥ والجهد المبذول والمساهمة
في نجاح المعرض
مثمنين لها دوام التميز والنجاح

القنصل العام للإمارات بجدة

دايسوكى ياماموتو

大本
ダント



PAKISTAN INTERNATIONAL SCHOOL JEDDAH (ENGLISH SECTION)

CERTIFICATE OF APPRECIATION

is hereby awarded to

Sarah Nakeel Bakhsh

for being the Most Believing Teacher

Academic Year 2023-2024

12 June, 2024

Amna
Principal



PAKISTAN INTERNATIONAL SCHOOL JEDDAH
ENGLISH SECTION

TEACHER ASSISTANT OF THE YEAR

in recognition of her outstanding
contribution to the Educational
Achievements

Sarah Nabeel

Teacher Assistant (Junior School)

Academic Year 2022 - 2023

21st June 2023

[Signature]
Principal

PAKISTAN INTERNATIONAL SCHOOL
JEDDAH - ENGLISH SECTION

Under the supervision of Ministry of Education, KSA
Licence No. 016/ج

Ref. No. PISJ(ES) / 792



المدرسة الباكستانية العالمية
جدة - القسم الإنجليزي

تحت إشراف وزارة التربية والتعليم، المملكة العربية السعودية
رقم الترخيص 016 /ج

27 July 2024

Ref: HR/4564-24/EL

TO WHOM IT MAY CONCERN

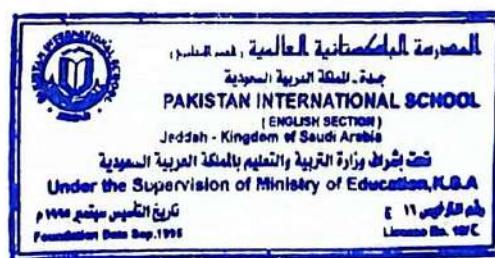
This is to certify that Ms. Sarah Nabeel Bakhsh has served Pakistan International School Jeddah English Section as a Teacher Assistant (Junior School) from 21 December, 2022 to 13 June, 2024.

Sarah Nabeel Bakhsh is a hardworking and devoted colleague. She has been forthcoming in accepting the challenges and tasks assigned to her. She remained a very useful member of the team, who was dependable and trustworthy.

We wish her all the best in her future endeavors.

Adnan Nasir

Principal





The Open
University

The degree of
BACHELOR OF ARTS
with Second Class Honours (1st Division)

has been awarded to

Sarah Nabeel Bakhsh

who followed an approved Honours programme in
Business Studies (Systems Practice)

A validated programme at The Arab Open University

9th July 2020



Tui Blackman

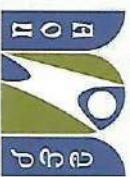
Vice Chancellor
The Open University

University Secretary

An award validated
under the authority
of the Royal Charter
of The Open University

Certificate No. 12155/274553





Graduation Certificate

Arab Open University and by its authority in
08th July 2020 hereby certifies that the
student

Sarah Nabeel Baksh - student ID (201600953)

Has obtained the bachelor degree from Faculty
of Business Administration Systems track

With a grade of "Very Good" and GPA (3.14) out of
(4) at the end of Spring semester 2019/2020

صُدِّقَتْ عَلَى شَهَادَةِ الْبَكَالُورِيُّوسِ مِنْ كُلِّيَّةِ دِرَاسَاتِ إِدَارَةِ الْأَعْمَالِ
بِسَارِ الْأَنْظَمَةِ

تقدير عام جيد جداً ومعدل تراكمي (٣,١٤) من (٤) بنهاية
حصل الدراسي الثاني للعام الجامعي ١٩٢٠/٢٠٢١



مُدِّيْرُ الْجَامِعَةِ

University Rector

د. عَلَى بْنِ مُحَمَّدِ الشَّهْرَانِيِّ

Director of Registration and Admission

إِبْرَاهِيمِ بْنِ أَحْمَدِ الْفَاضِلِ



Division of Admissions and Registration

2019/2020

Student Name:	Sarah Nabeel Bakhsh	OUVS ID:	274553
Student Number:	201600953	Program of Study:	Business Studies - Systems Track
Gender:	Female	Admission Date:	First semester 2016
Date of Birth:	June 04, 1996	Basis of Admission:	High school (Literature) 2013
Nationality:	Pakistan		

Status: Graduates

Credits Earned via AOU Language Center

Course	Course Title	Credits	Grade
EL097	English orientation Programme (Level 1)	0	CR
EL098	English orientation Programme (Level 2)	0	CR
Total Number of Accepted Transfer Credits			0



Semester : 2016/2017 First

Status : Registered

Course	Course Title	Credits	Grade	Points
*EL099	English orientation Programme (Level 3)	0	S	
AR111	Arabic Communication Skills (I)	3	A	12.00
GR101	Self-Learning Skills	3	B	9.00
GR111	Arab Islamic Civilization	3	B+	10.50
	EHRS QHRS	QPTS	GPA	
Semester	9.00 9.00	31.50	3.50	
Cumulative	9.00 9.00	31.50	3.50	

Semester : 2016/2017 Second

Status : Registered

Course	Course Title	Credits	Grade	Points
AR112	Arabic Communication Skills (II)	3	B+	10.50
EL111	English Communication Skills (I)	3	A	12.00
TU170	Computing Essentials	3	A	12.00
	EHRS QHRS	QPTS	GPA	
Semester	9.00 9.00	34.50	3.83	
Cumulative	18.00 18.00	66.00	3.67	

Semester : 2016/2017 Summer

Status : Deferred - Discontinued

Semester : 2017/2018 Second

Status : Registered

Course	Course Title	Credits	Grade	Points
BE210/4	Financial Accounting	4	D	6.00
LB160	Professional Communication Skills for Business	8	C	16.00
MU123	Discovering Mathematics	8	B+	28.00
	EHRS QHRS	QPTS	GPA	
Semester	20.00 20.00	50.00	2.50	
Cumulative	49.00 49.00	138.50	2.83	

Semester : 2017/2018 Summer

Status : Deferred - Discontinued

Semester : 2018/2019 First

Status : Registered

Course	Course Title	Credits	Grade	Points
B203A	Business Functions in context I	8	B	24.00
T205A	System Thinking : Principles and Practice (1)	8	B	24.00
	EHRS QHRS	QPTS	GPA	
Semester	16.00 16.00	48.00	3.00	
Cumulative	65.00 65.00	186.50	2.87	

Semester : 2018/2019 Second

Status : Registered

Course	Course Title	Credits	Grade	Points
B203B	Business Functions in context II	8	B	24.00
BUSI15	Small Business Management	4	A	16.00
T205B	System Thinking : Principles and Practice (2)	8	B	24.00
	EHRS QHRS	QPTS	GPA	
Semester	20.00 20.00	64.00	3.20	
Cumulative	85.00 85.00	250.50	2.95	



041045
2016



Division of Admissions and Registration

2019/2020

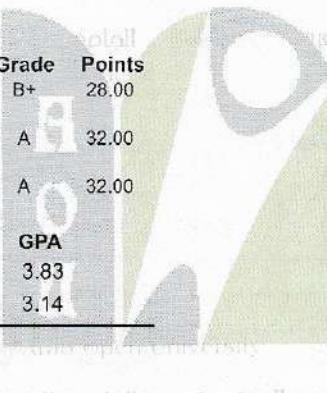
Student Name: Sarah Nabeel Bakhsh
 Student Number: 201600953
 Gender: Female
 Date of Birth: June 04, 1996
 Nationality: Pakistan
 OUVS ID: 274553
 Program of Study: Business Studies - Systems Track
 Admission Date: First semester 2016
 Basis of Admission: High school (Literature) 2013

Status: Graduates

Semester	2019/2020	First		
Status	Registered			
Course	Course Title	Credits	Grade	Points
BI23	Management Practice	8	B	24.00
BE200	Marketing Management	3	A	12.00
BUS310	Strategic Management	8	B	24.00
		EHRS	QHRS	QPTS
Semester		19.00	19.00	60.00
Cumulative		104.00	104.00	310.50
			GPA	
Semester		3.16		
Cumulative		2.99		

Semester	2019/2020	Second		
Status	Registered			
Course	Course Title	Credits	Grade	Points
B325	Managing across organisational and cultural boundaries	8	B+	28.00
B327	Sustainable enterprise and innovation	8	A	32.00
SYS380	Managing Systems Complexity	8	A	32.00
		EHRS	QHRS	QPTS
Semester		24.00	24.00	92.00
Cumulative		128.00	128.00	402.50
			GPA	
Semester		3.83		
Cumulative		3.14		

Cumulative GPA: 3.14



-----End of Academic Record-----

Degree Awarded
 Graduation Date: 08/JUL/2020



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 2016