** Aqsa Aqsa.298240@2freemail.com**

***Administrative Assistant***

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| **Profile** | **Administrative Support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. |

**Key Skills**

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| **Office Skills:** | *Office Management**Records Management* *Database Administration* | *Spreadsheets/Reports**Event Management**Calendaring* | *Files compliance* *Executive Support* |
| **Computer Skills:** | *MS Word**MS Excel**MS PowerPoint* | *MS Outlook**MS Access**MS Project* | *MS Publisher**FileMaker Pro**Windows* |

**Career achievement**

Al Ain Juniors School ,AL Ain Assistant librarian( 2014 till date)

Handled multifaceted clerical tasks (e.g., data entry, filing, records management and calendaring or files *compliance* for Principal ) as the assistant to the registrar and admissions offices. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.

Preforms routine library services such as receiving and loaning books and material .Operate computer terminal and auxiliary equipment in routine duties. Work as substitution teacher and exam invigilator.

**Certificate as ADBIF Expert librarian 2015.**

**Experience**

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| **Organization** |  **position**  | **Responsibilties** |  |
| **Al Ain Junior School,****Al Ain****Pakistan Islamia higher secondary school ,Al Ain****Progressive Public High School:** **Pakistan** | Assistant teacher Math’s teacher Math’s teacher | * Providing support to children with mathematics ,reading and writing individual ,class or small group basis
* Assisting with marking and correcting work
* Giving extra help to children with special needs or those for whom English is not their first language
* Helping develop programmers of learning activities and to adapt appropriate materials
* Motivating and encouraging pupils
* Helping with school events, trips and activities
* Subjects taught Mathematics as major subject and other multi subjects like computer , Islamic studies Science.
* Contributed to curriculum development.
* Mentored graduates, returning teachers and those trained overseas.
* Supervised pre-service teachers.
* Assisted in the professional learning of colleagues.
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**Academic Qualification**

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| **Degree** |  **Year.** |  **Institution.** |
| **B .SC**( Double Math, Computer Science) |  2008-2010 |  University of Sargodha. Pakistan |
| **F.Sc.**(Pre-Engineering) |  2006 - 2008 | Board Of Intermediate & Secondary Education Sargodha |
| **Metric** (Science Group) |  2004-2006  | Board Of Intermediate & Secondary Education Sargodha. |

**Personal Information**

**Date of Birth**:23rd March, 1992 **Marital Status**: single **Gender:** Female

 **Language**

**English:** Basic speaking and well known business letter writing.

**Urdu:** As mother tongue good with both speaking, writing and translating.

**Arabic:** Basic speaking and well known writing

 **Additional Information :**

**Driving license** :

**I declare that the above facts given by me are true to the best of my knowledge and belief.**