**Rabbia**

[**Rabbia.308886@2freemail.com**](mailto:Rabbia.308886@2freemail.com)

**Profile** Hardworking**,** organised, polite, energetic, punctual team player with excellent communication skills; these attributes and competencies developed from an early age, having taken responsibility ensure tasks are completed in a timely and professional manner.

**Objective** I am currently an online student at the University of Central Lancashire studying law. Now, based in Dubai - I am looking for a full time or part time job whilst I complete my studies.

**Education**

2013-Date UCLAN, Preston UK; presently studying LLB in Law (online)

2011-2013 Bury College of Further Education, UK

3 AS Levels & A Levels in Law, English Language & Literature & Psychology

2006-2011 Abraham Moss High School, UK

9 GCSEs in Mathematics, English, Additional Science & Science, History, Graphics, IT, RE

AS Level Urdu (A)

**I.T Skills** Competent user of MS Office including Word, Excel and PowerPoint

**Work Experience**

2010 Wilde & Partners, Stockport & Parsons Brinckerhoff, Manchester

Whilst in secondary school, I spent two week working in an office environment. Contacted and organised placements with a local and international civil structural engineering consultants specialising in providing design and construction supervision services to public and private clients

Gained office experience working with engineers; from reading, editing letters, organizing documents and understanding the complexities of designing bridges; to visiting sites to view progress made

**Competencies**

* + - * Good written and spoken communication skills
      * Accuracy and attention to detail
      * Able to work to tight deadlines
      * Able to prioritize
      * Cool under pressure
      * Excellent administrative skills
      * A flexible and adaptable approach to work
      * Ability to work with minimal supervision
      * Ability to work on own initiative
      * Ability to lead (if required) to work in a team environment to identify, initiate, openly share work efficiently in cross functional teams and identify and support optimum solutions as a whole from an organizational perspective
      * Tact and discretion, for dealing with confidential information
      * Generate and maintain productive personal networks

**Interests** Cooking, reading, languages, music and socialising with family and friends

**References** Upon request