 **HUMA**

[**HUMA.335810@2freemail.com**](mailto:HUMA.335810@2freemail.com)

**CARRER OBJECTIVE:**

A self-motivated, enthusiastic and dynamic individual with excellent communication skills and a sound background in sales & marketing. A confident professional capable of making a significant contribution to any organization.

**PERSONAL**  **Name HumaShaukat**

**INFORMATION: Date of Birth** 04-09-1991

**Country of Birth** United Arab Emirates

**Nationality** Pakistan

**Gender** Female

**Martial Status** Single

**Visa Status** Father Sponsorship

(**Holding valid U.A.E DRIVING LICENSE)**

**EDUCATION & TECHNICAL QUALIFICATIONS:**

**A.**  Secondary School Certificate (SSC) from Islamabad Board Sharjah, U.A.E.

**B.** Higher Secondary School Certificate (HSSC) from Islamabad Board Sharjah, U.A.E.

**C.** Studying (BBA)**.**

**D.**  Typing Speed: 40 wmp.

**CAREER PROFILE:**

**A. WORKING IN WESGREEN INTERNATIONAL SCHOOL SHARJAH U.A.E.**

**Professional experience (Since 2012-Till Date)**

**POSITION:**

Teaching Assistant (TA)

**DUTIES:**

Assist the Class teacher with preparation of daily activities and to organize activities/resourses&displays

Assure my personalized attention to each student by interacting with them to make useful participations

Reinforce the concepts among the students for their better understanding

Responsible to maintain the dicipline & keep the classroom tidy all the time

Follow the instructions of Class teacher and management to adhere to school's policy

**B. HOME TUTOR**

**Specific duties and responsibilities:**.

Interacting with children.

Evaluation of student's progress

Arrangement of parents - Teachers meetings

onitoring of students physical & mental activities

Psychological analysis of students for their steady progress in studies

Arrangemnt of interim tests for progress assessments

Monthly student's counseling

**C. April 2010**

**DESIGNATION: Promoter/Sales Lady.**

**Job Involved:** I worked as a freelancer promoter for Specialized Promotion Agency, Bliss Promotion Agency, Maha Advertising, Promo cell Agency, Arabian Concept, Victory Agency, Loota Advertising, NMC, Mind Direct, E for Entertainment, Unipex Agency, Tad-Networks Agency, Bin Alban Food Industry, Al Jazira Poultry farm, Arla Food Industry, Hunter food Company, Gemer International Company (GECO), Ashraf & Partners, Emirates Refining Company, Visions corporation, Al Rabia Trading in A class malls and Dubai, Sharjah & Ajman Shopping Festivals & Gulf Food Festival (Trade Center).

**Job Profile:**

 convince customers to sale the product.

Take care of all rules and regulation while doing the promotion.

Maintains all obeys that has been issued by the outlet.

Responsible for FOC items and the documents that has been issued by the

The agencies or companies Promote and sell the goods during festivals and occasions

**IT SKILLS:**

**Windows & Office Tools**

**** Ms Office Expert

**Web Programming & Development**

**** Internet & E-mail Techniques Expert

**PERSONAL ATTRIBUTES:**

ardworking and logic oriented with devotion to work.

Capable of learning new concepts in a short period of time.

Possess good communication and interpersonal skills.

High level of personal moral standards and integrity.

Good problem solving skills and able to work well under pressure and

deadlines.

**LANGUAGES:**

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Arabic (Knowledge of Arabic)

Urdu (Native)

**More Information**

Independently hardworking and will be furnished on demand