 **HUMA**

**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