 Curriculam Vitae

***Rabia***

***Rabia.352242@2freemail.com***

|  |
| --- |
|  |

* ***Objective:***

*To use my skills and potential in taking up challenging assignments in order to enhance my career from an early start, and also contributing to the growth of the organization as a whole. My skill set presented from school and ahead are the promise of a good match for the job requirements. Likewise, My aim would also be*

* *To submit my duties with complete dedication*
* *To obtain profound skills to further enhance my capabilities, and*
* *To be sincere to achieve my goals with hard work and distinction*
* ***Skills:***
* *Challenging responsibilities*
* *Energetic and excellent communication & interpersonal skills.*
* *Result oriented with experience Customer Relation management.*
* *Easily adaptable new environment.*
* *Data Entry Skills, Typing.*
* *Quick learner*
* ***III.ACADEMIC QUALIFICATIONS:***
* ***Institute:*** *Cyprus Institute of Marketing (Ajman, UAE)*

*Currently Attaining a Degree in* ***B.Com******(Bachelors In Commerce)***

* ***Institute:*** *Al Amaal English High School (Sharjah, UAE)*

***Higher Secondary School Certificate (I.Com)***

* ***Institute:*** *Al Amaal English High School (Sharjah, UAE)*

***Secondary school Certificate (Computer Science)***

* ***PROFESSIONAL EXPERIENCE:***
* ***1.Organization:*** *Little Red rose Nursery(Sharjah -UAE)*

 ***Position:*** *Assistant Teacher*

 *Duties & Responsibilities:*

* *Getting The class room ready for lessons.*
* *Listening to children read,reading to them or telling them stories.*
* *Helping children who need extra support to complete task.*
* *Helping teachers to plan learning activities and complete records*
* *Supervising group activities.*
* *Encouraging younger children to learn through play.*
* *Helping with outings and sports event.*
* *Carrying out routine administration task.*
* ***4.Organization:*** *Al Ansar international School*

***Position:*** *Reception/telephone operator*

 *Duties & Responsibilities:*

* *Input data into operating system.*
* *To greet all the visitors and colleagues.*
* *To provide visitors and colleagues with accurate directions & information.*
* *Handling all incoming and calls.*
* *Perform typing and clerical tasks.*
* *Sending and receiving all the mails & faxes.*
* *Assist students and others with routine problems.*
* *Assists in all aspects of maintaining a professional front office.*
* ***Technical skills Technology:***

* *Word Processor Microsoft Word.*
* *Spread Sheet Microsoft Excel.*
* *Information System Internet, E-mail.*
* ***Languages:***
* *English*
* *Urdu*
* *Arabic*
* *Hindi*
* ***Personal Profile:***
* *Date of Birth :12th Nov 1991*
* *Place of Birth :Dubai*
* *Marital Status :Single*
* *Visa Status :Residence (Mother’s Sponsorship).*
* *Religion :Islam*
* *Nationality :Pakistani*
* *Gender :Female*
* *License :Unavailable*
* ***Interest and hobbies:***
* *Travelling*
* *Reading*
* *Writing*
* *Sports*
* *Browsing Web*

Declaration:

 *I hereby Declare that the above said facts are true to the best of my knowledge and belief.*