**CURRICULUM VITAE**

 

**CAREER OBJECTIVE**

**Looking for a challenging and career oriented placement with a growing institution where my extensive experience, skills and varied abilities will be used effectively.​.**

**WORK EXPERIENCE**

 **Institution: Bright English School**

 **Designation: Clerk**

 **No. of Months: 5 Months**

**JOB PROFILE AND RESPONSIBILITIES :**

* **Accounts**
* **Send and receiving mails**
* **Attending telephones**
* **Communicate with students ,faculties, parents and guest.**
* **Prepared school memo's, Letters, Notice and other documents for faculty, parents and students.**
* **Purchase goods and equipment at the beginning and end of the school year.**
* **Maintain students school tuition records.**
* **File and retrieve corporate documents records and reports.**
* **Schedule and arrange interviews,appointments,conference and other events.**
* **Assist with registeration and withdrawl of students**

**PERSONAL COMPETENCIES :**

* **Have good interpersonal skills which allows me to be personal acceptable to co-workers**
* **I have good planning and organizing skills**
* **Committed to continues improvement and lifelong learning**
* **Performance Oriented, Innovative, Analytical Thinking, Proactive approach, Communication Skills, Adaptability and team building**

**EDUCATION**

* **SSLC with 82% from MHSS**
* **PLUS TWO with 80% from MMHSS**
* **Bsc COMPUTER SCIENCE with 64% from NAM COLLEGE.**

**COMPUTER KNOWLEDGE:**

* **Proficient in basic use of computer (Ms word,Excel, Power point)**
* **Internet savvy**

**SKILL SETS**

* **Telphone skill**
* **English typing speed 35 WPM**
* **Arabic typing studying**
* **Documentation skill**
* **Administrative writing skill**

## Declaration

**I hereby solemnly affirm that all the above details provided above are to the best of my knowledge and belief. I shall carry myself in a good true manner that lends to the organization and worthy enough of the person**