SANIA

# PERSONAL INFORMATION

Gender : Female

Date of Birth : 15 - Dec -1996

License : Yes (Light Vehicle)

Visa Status : Father Sponsorship

# AWARDS

- Innovative Problem Solver

and Exceptional Effort

shown (Heriot Watt

Entrepreneurial Start-up

Competition 2015).

- UAE Global Management

Challenge Award (2nd edition

2014/2015).

- Edexcel Award for Academic Achievement (Outstanding results during GCSE in 2012).

-Various awards in sports and volunteering activities.

# ACHIEVEMENTS

- Fire Warden (Certificate of Training).

- An Introduction to ERP with SAP (Certificate of completion).

- Common Purpose CSC

Leaders for Students

(Completion)

- Educational trip to NASA and CNN USA (Co-ordinator).

- Photoshop and Graphic Designing Course.

- English Language Course.

- International Computer Driving Licence ICDL (Syllabus : 5.0).

- MOS Championship UAE 2017 (Excel)

SANIA.366769@2freemail.com

# PERSONAL SUMMARY

A highly motivated, adaptable and responsible student of Business Management and Finance with excellent interpersonal skills, who is able to provide key analytical support to company managers. Ambitious and looking forward to obtaining a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits, hence adding significant value to the business.

# Education

ACA present

ICAEW – Dubai

Bachelor of Arts in Business and Finance 2013 – 2017

Heriot Watt University – Dubai Campus

GPA: 3.5

**Relevant Coursework in:**

Marketing, HRM, Operations, Project and Strategic Management, Mergers and Acquisitions, Finance and Corporate market theory, Statistics, Economics and Accounting.

General Certification of Education 2012 – 2013

 A’Level

 St. Mary’s Catholic High School – Fujairah, UAE

 GPA: 3.2

General Certification of General Education 2009 – 2012

 O’Level

 St. Mary’s Catholic High School – Fujairah, UAE

 GOLD MEDALIST

 GPA: 3.8

# Work Experience

IMS AND QHSE COORDINATOR Jun – Aug 2016

Tanqia – Fujairah – UAE

***Duties:***

- Compare the ISO 9001 (Quality), 14001 (Environment) and OHSAS 18001 (Occupational Health and Safety) new and old versions.

- Create a master list of HSE procedures and signage for EMS.

- Collect and replenish the First Aid Box items.

- Modify the First Aid Box inspection checklist and issue book.

- Update the MSDS of all chemicals, safety equipment list and calibrate the instruments summary.

- Review the legal and regulatory requirements.

# SKILLS

## Languages

- English

- Urdu

- Hindi (verbal)

- Arabic (written)

## Personal

- Leadership skills

- Sucess and results driven.

- Excellent Communicator –writen/verbal.

- Problem solving.

- High energy levels.

- Strong Self motivation.

- Ability to build relationships.

- Creative Thinker.

- Punctual and well presented.

- Excellent numeracy and IT skills.

- Able to work under pressure.

- Good listener.

- Confident Outlook.

- Ability to engage across all levels/cultures.

**Knowledge**

- Marketing Research

- SWOT and PEST Analysis

- New Media and Social Media

- Traditional and Digital Marketing

- Competitor, Scenario and Capability Analysis

- OHSAS safety standards

## Computer

- Adobe Photoshop CS4

- Adobe Photoshop CS5

- MS Office

- SAP

- ERP

# INTERESTS

- Social Hobbies (Mentoring).

- Individual Sports

- Puzzles

-Travelling

- Reading

- Team Sports

- Computing

- Review of the draft manual of IMS.

- Deliver a seminar to make the staff aware of health and safety standards.

RESEARCH AND PLANNING ANALYST Jun – Aug 2015

Tanqia – Fujairah – UAE

***Duties:***

- Conduct relevant and in-depth market research and plan on public-private partnership.

- Assess the attractiveness of markets and industries in relation to PPP, and develop relevant strategies.

- Collect, analyze, summarize, interpret, and present research findings intelligently into sharp/focused presentations.

- Identify, compute, analyze, and present key economic and market indicators – such as market size, growth rates and trends – to identify the market potential or gaps within the market.

- Present a report and conduct a seminar to show the planning and research carried out on the subject.

SECRETARY Apr – May 2015

United Technical Services – Al-Askari Trading Est – Dubai – UAE

***Duties:***

- Create tender documents.

- Track performance data.

- Maintain effective records and file, label, organize, and respond to request

for files from supervisors or other departments.

- Communicate with clients, outside vendors and staff members on behalf of their employer and organize meetings.

- Assist immediate supervisors by carrying out basic clerical tasks such as to type correspondences, send out emails and faxes, make copies and sort the mail.

- Review the tender documents after finalizing.

SALES

Dubai – United Arab Emirates

- Gitex

- Promotional Jobs

- Part-Time