**Asiya**

**Asiya.372304@2freemail.com**

**Professional Summary**

Personable and talented in administration and customer care service who stays up to date on new learning technologies and trend in the education community. Highly motivated and enthusiastic educator skilled in identifying educational software and learning programs that can benefit Customer Service Microsoft Office Proficiency Incoming Mail Excellent Communication Skills Business Outgoing Correspondence.

**Skills**

* Strong written and verbal communicator
* Positive and encouraging
* Experiential learning
* Self-motivated
* Physically strong and agile
* Customer care service
* Microsoft office proficiency
* Receptionist area
* Incoming mail
* Time management
* Excellent communication skills
* Multiple tasks
* Data entry
* Advanced excel knowledge
* Professional phone etiquette

**Work History**

Teacher

Springdale Indian School Sharjah Jan 2011 to April 2012

Call Representative

Aqua Blue Water Treatment LLC Ajman May 2012 to May 2014

Administrative Assistant

Fuel industry Dubai – International City May 2014 to June 2017

**Education**

Higher education from Sharjah college

B.Com from informatics

**Additional Information**

Language known: English, Urdu and Arabic

Residence Visa

Valid UAE driving license

6 years’ work experience