Fatima 

Email ID: [Fatima.369110@2freemail.com](mailto:Fatima.369110@2freemail.com)

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| Career Objective |
| Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organizations and provide my best to fulfill the needs of the organization. |
| Professional Qualities |
| * Team player with excellent communication skills. * Creative thinker and analytical problem-solver. * Superior coordination with colleagues and subordinates because I am young and energetic. * Good understanding of the importance of internal relationship management within the team. * Ability of multitasking in a fast-paced environment, while maintaining an emphasis on quality. * Basic knowledge of Microsoft (word, Excel and presentation) |
| Job experience |
| Private English, Math and Science tutor with 1+ year of experience.  Have 1+ year experience in sales.  Temporary admin assistant (1 week) at Omar bin Al khattab school  1 month temporary call centre agent at McDonald's  1 month outdoor sales promoter at du telecom. |
| Education qualification |
| Higher secondary school certificate  Al Omadaa ( deans ) international school (2015-2016)  Diploma in business administration( May 5th)  AGI international College Of Law business administration and technology (2016-2017)   |  | | --- | | Hobbies | | * Listening music * Playing games * Reading novels and books on psychologgy | | personal details | |

Date of birth: 2 October 1999

Nationality: Pakistani

Religion: Islam

Marital status: single

Visa status: resident visa

Languages known:

• Arabic: Conversational

• English: Fluent

• Urdu: Fluent