Fatima 

Email ID: 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)
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| 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 school1 month temporary call centre agent at McDonald's1 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)

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| Hobbies  |
| * Listening music
* Playing games
* Reading novels and books on psychologgy
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| personal details |

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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