Shania

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# Objective

Action-oriented sales representative seeking an opportunity to utilize skills in initiating and developing strategic relationships with government agencies, nonprofit organizations, and industry.

# Voluntary EXPERIENCE

* Sub-editor, The Central School, Dubai, TCS Magazine

June 2015 – July 2015

* Responsible for all elements of planning, story development, editing and production.
* Edited, fact – checked and styled articles, columns and news brief columns; complied or wrote editorial departments.
* Ensured all written content in the magazine conformed to the style and editorial positioning of the magazine.
* Fully responsible for the accuracy of all facts printed in the magazine; brought any potential legal problems to the attention of the editor.
* Worked quickly and effectively under pressure to tight deadlines, created headings, photo captions and intros appropriate for magazine editorial style.
* Volunteer, CMTC Global

August 2016 – August 2016

In 2016, I joined the CMTC Global because I wanted an opportunity to do something that would benefit others as well as a self-learning process. This was a one day’s experience of personal growth, team building, leadership, and building relationships with outbound office company staff.

In this role I:

* Engaged in positive and supportive relationships with core members through sharing daily life experiences together.
* Ensured that physical, emotional, spiritual, vocational, recreational, health and safety members were met.
* Information point volunteer, Atlas Educational Institute for event Breast Cancer Awareness

October 2016 – October 2016

* Visiting the information point at regular intervals.
* Keeping the visiting point well organized and stocked
* Reporting problems

# work experience

* Operations Officerat
* To handle customer/ applicant’s queries via email, telephone or direct.
* To follow the procedures required for document scrutiny & collection for visa processing.
* To manage administration & logistics of passport delivery to all concerned limits; consulate, applicant, logistics, company etc.
* To promote & sell optional services& aware of the use of POS.
* To maintain & record all applicant’s data confidentially.

# Education

* BTEC LEVEL 3 in BUSINESS ADMINISTRATION with Distinction, Distinction, Merit from the International College of Business Administration & Law (2016-2017)
* IELTS Academic Test with a score of 6.5
* MS OFFICE ADVANCED Computer Qualification

# Awards and Acknowledgements

* School Magazine Editor in 2015
* Participated in General Knowledge Quiz Competition by Knowledge Quest Edu Expo in 2016
* Participated at careers@Hilton at the Hilton Garden Inn, Al Barsha, Dubai UAE

# SKILLS

* Demonstrated ability to work efficiently with others and communicate effectively with a variety of people, including event managers and peers.
* Self-motivated and seeking for a challenging career to grow with experience.

# Personal Dosseir

Date of Birth: 04 April 2000

Marital Status: Unmarried

Driving License: UAE national license

Languages: English & Hindi (Verbal & Fluent)