



Fatima kashif

Administrator assistant

CONTACT



Address

40 villa St 2 Al shahaba near
carefor sharjah



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EDUCATION

BACHELOR IN COMMERCE

Virtual University of Pakistan (continue)

INTERMEDIATE IN COMMERCE

Apwa college of women university

MATRICULATION IN SCIENCE

Oxford School

PRO.SKILLS

Time Management

Office administration

Computer software like MS,excel

Ability to work in pressure

Planning and organizational abilities

Innovation mindset

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EXPERIENCE

2022-2023

The international School of choueifat

ASSISTANT

- Delegating tasks to appropriate team members
- Communicating with clients or employers about project, event or campaign expectations and goals.
- Manage the all notes by using computer software like MS words excel.
- Planning and preparing for office events, such as meetings, conferences, and promotional activities.

2020-2021

The Savvy School

COORDINATOR

- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget
- Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success
- Handles expense accounts and reserves rooms and other expenses of organization
- Maintains office equipment.
- Coordinate mails, calls and maintain all record of

CERTIFICATE

Computer Software:

MS Word, Excel, PowerPoint, Video or photos Editing

Languages

- English
- Urdu
- Hindi
- Punjabi