

# Aisha Nawaz

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Al-Naba, Sharjah-UAE



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.

Nationality: Pakistani

Passport No: K9615812

Visa Type: Spouse/Own

## Work Experience



### CASHIER

Zam Zam Group of Pharmacy-Sharjah

Feb-2023 to July-2023 (5 months)

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.



### RECEPTIONIST

Windsor Foodstuff Factory- Sharjah

Jan-2015 to Dec-2016 (2 years)

- Responsible for performing administrative functions including distributing mail, ordering, and stocking supplies, answering phones, and greeting visitors.
- Greets customers, clients, and employees; answers inquiries or directs calls where necessary.
- Maintain office memos and informative postings.
- Prepare meeting rooms and attend initial client meetings.
- Maintain both physical and digital filing system.
- Deal with complaints or problems.
- Handle incoming and outgoing mail.
- Answer questions about what the Company offers



### ADMINISTRATIVE ASSISTANT

The Frontier College-Pakistan

Jan-2019 to Dec-2021 (3 years)

- Schedule Meetings.
- Preparation of presentation for various events.
- Documentation & Filing
- Provide administrative support to staff.
- Copying, scanning and storing documents
- Manage the flow of documentation within the organization

Email: aishanawaz1999@gmail.com

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## Relevant Skills

- Good Management.
- Organizational and Communication skills.
- Computer Literate (Microsoft office, Accounting Software).
- Can work under pressure to meet tight deadlines.
- Attention to detail, punctual and reliable.
- Leadership o Decision Making



## Computer Skills

- MS Word
- MS Excel
- MS Power Point
- Accounting Software
- 30 WPP -English Typing



## Education History

### **MBA- Master of Business Administration-18 Years Education**

University of Peshawar

*Year of Graduation: 2022*

### **Bachelor of Commerce**

University of Peshawar

*Year of Graduation: 2016*



## Professional Education History

### **Diploma in English Language Course**

NUML University Islamabad

*Year of Completion: 2022*

### **Diploma in Information Technology**

Board of technical Education KPK-Pakistan

*Year of Completion: 2018*



## Languages

**English - Full Professional Proficiency**

**Urdu - Full Professional Proficiency**

**Arabic - Limited work Proficiency**