



# FATIMA AMJAD

## CONTACT

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- Alain, UAE

## EDUCATION

2013 - 2014  
INDUS GROUP OF COLLEGES  
RAWALPINDI

- Bachelor In Commerce

2011 - 2012  
ORIENT INTERNATIONAL  
COLLEGE RAWALPINDI

- Intermediate In Commerce

2009 - 2010  
BARKAT ALI MODEL SCHOOL  
RAWALPINDI

- Matric in Computer Science

## LANGUAGES

- English
- Urdu/Hindi
- Punjabi

## OBJECTIVE

Emphasize the eagerness to learn, willingness to contribute, and desire to gain valuable experience in the industry

## WORK EXPERIENCE

### Online Education Company Islamabad Administration Role

01 YEAR

- Book meetings and schedule events
- Keep employee records (physical and digital)
- Answer and redirect phone calls
- Handle queries from managers and employees
- Prepare regular reports and presentations
- Maintain a filing system for data on customers and external partners

### Alain Alkhadara Travel and Tourism Alain, UAE Accountant And Sales Agent

01 Month

- Managing the company's accounts to ensure on-time payment and overseeing the software system for financial needs
- Maintain the privacy of financial information, and when necessary, backup databases
- Tracking payments to internal and external stakeholders
- Manage balance sheets and profit/loss statements
- Establish, develop and maintain positive business and customer relationships

## SKILLS

- MS Office Management
- Graphic Designer
- Auto Cad
- Google Sketchup
- Beautician