

AMBREEN ZAIDI

CONTACT DETAILS

Address: Home Away Holiday Homes,
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Dubai (U.A.E)
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Nationality: Indian
Passport Number: T5843154
Visa Status: Spouse Visa

SKILLS

- Mail Handling.
- Technical Support.
- Strategic Planning.
- Office Management.
- MS Office.
- Team collaboration.
- Administrative Support.
- Project Management.
- Work planning & Prioritization.

Languages

- English ★★★★★
- Hindi ★★★★★
- Urdu ★★★★★

Computer Skills

- MS Word - ★★★★★
- MS Excel - ★★★★★
- Power Point - ★★★★★
- Outlook - ★★★★★

CAREER OBJECTIVE

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem.

WORKING EXPERIENCE

- Administrator (Shiksha Foundation Trust School) from 01.08.2018 to 01.03.2020.
- Data Entry Operator (ATX Learning) from 01.05.2015 to 31.07.2016.

EDUCATION/CERTIFICATION

- Master in Geology from Aligarh Muslim University, A.M.U., Aligarh (2018)
- Bachelor in Geology from Aligarh Muslim University, A.M.U., Aligarh (2015)
- Intermediate from Senior Secondary School (Girls) A.M.U., Aligarh (2010)
- High School from Abdullah Girls High School A.M.U., Aligarh (2008)

WORK HISTORY

(2018-2020) Administrator (Shiksha Foundation Trust School), Aligarh.

JOB DESCRIPTION:

1. Supervise other staff and delegate responsibilities.
2. Organise and schedule meetings and events and have a hand in the creation of the school curriculum.
3. Carry out some clerical duties, including taking phone calls and preparing notices for upcoming events.
4. Resolving conflict and issues related to the students.
5. Communicate with Parents' regulatory bodies and the public.
6. Ensure the school complies with relevant laws and regulations.

(2015-2016) Data Entry Operator in ATX Learning, Aligarh.

JOB DESCRIPTION:

1. Completed data entry tasks with accuracy and efficiency.
2. Sent completed entries for evaluation and final approval.
3. Maintained files, records, and chronologies of entry activities.
4. Sorted documents and maintained an organized filing process.

CERTIFICATIONS

- Workshop on Petroleum exploration.

DECLARATION

- I hereby confirm that the above information is truly best to my knowledge.

(Ambreen Zaidi)