

FATIMA YASIR

RECEPTIONIST / TEACHER

PERSONAL PROFILE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning. To get an opportunity where I can make the best of my potential and contribute to the organization's growth

SPECIALIZATIONS

- Admin work
- learning ability
- Word/Excel
- Communication skill

CONTACT DETAILS:

Phone: 971-566021139

Whats app: 971-566021139

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CORE SKILLS

- Communication and Presentation Skills
- Time Management and Organization Skills
- Critical Thinking Skills
- Analytical and Research Skills
- Customer Service
- Multitasking and prioritizing
- Problem-solving
- Ability to work under pressure
- Professional phone etiquette
- Data Entry

CAREER HISTORY

RECEPTIONIST / TEACHER

The Educator School - 2021-2022

- Welcome and sign-in/out all visitors and parents
- Receive incoming phone calls/queries from parents and stakeholders
- Resolve queries and questions (liaising with relevant members of the school team for assistance as appropriate)
- Receive incoming goods/post and forward these to appropriate team members at school
- Provide administrative support to staff
- Plan and organise school events and activities
- administration skills
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Planning and preparing lessons
- Encouraging student participation
- Researching and developing new teaching materials
- Marking student work and recording performance
- Setting assessments and overseeing examinations

ACADEMIC HISTORY

UNIVERSITY OF PUNJAB -2021

Bachelor of Arts

Government Jinnah Degree College For Women - 2017

Intermediate

Government higher secondary school - 2015

Matriculation