

SUMMAYYA MUZAFFAR.

Administrative Assistant.

Contact #0504153626

✉ fatimashaeel43@gmail.com

Abu Dhabi

OBJECTIVE

Obtain a professional position at a reputed Company where I can maximize my people-oriented experience, communication skills and my problem analysis and problem-solving abilities

EXPERIENCE

ADMINISTRATIVE ASSISTANT •

AL ISHRAF ELECTRICAL & SANITARY CONT.

– ABU DHABI - UAE

OCT- 2011 – AUG 2016

- Responsible for supervision of all day to day administrative tasks of the organization.
- Carried out meeting and travel arrangements along with appointments for managers.
- Managed Administrative procedures and related manuals and forms to ensure documents to remain updated.
- Maintained Electronic and hard copy filing system and also handled requests for information.
- Performed the duties of Project Coordinator in one of the Company's project prepared and modified documents including correspondences, reports, memos and emails.

Science Teacher (Grade 1 to Grade 3)

Pakistan Community Welfare School Abu Dhabi

1st September 2021 to 3rd February 2023

- Creating lesson plans and teaching courses in one's subject area
- Providing guidance to students regarding their academic progress and helping them with schoolwork when necessary
- Communicating with parents about students' progress and behavior problems
- Identifying student learning needs and working with parents to create individualized education plans for students who are struggling

EDUCATION

- M.SC (ECONOMICS) • 2007 • Karachi University Pakistan
- B.SC (HONS) • 2006 • Karachi University Pakistan
- B.Ed. 2022 Sarhad University of Science and Technology. UAE

KEY SKILLS

- M.S. OFFICE
- STRONG COMMUNICATION SKILL
- CUSTOMER SERVICE
- ORIENTATION
- ADAPTABILITY AND ABILITY TO WORK UNDER PRESSURE.
- ✓ PROBLEM ANALYSIS AND SOLVING

CERTIFICATES

IELTS Band 7
British Council.

Reference

Available upon request.