



HAFSA FAZRI

+971 055 533 8692

✉ hafsafazri@icloud.com

🏠 Rashidiya, Dubai-UAE

in <http://linkedin.com/in/hafsa->

PROFILE

Motivated and dedicated professional with experience in administrative roles such as Receptionist Admin, Data Entry Operating and a passion for design, proficient in HTML, CSS, and JavaScript. Demonstrates a strong ability to apply knowledge effectively while working collaborative and proactively. Excited to join a new team of professionals for career advancement.

ACADEMIC CREDENTIALS

- Passed **G.C.E Ordinary Levels** with 6A 3B (Distinction Pass)
 - Thihariya International School (2010-2021)
- **G.C.E Advanced Levels** (High School Graduate) (Results Pending)
 - **[Major – COMMERCE]** Al Azhar National College (2022-2024)
- Certificates in **Full Stack Web Developer** Course (CODL) (Re.)
 - University of Moratuwa (2022-Present)
- Certificates in **Graphic Designing** Course - ITECH (2022)

PROFESSIONAL EXPERIENCE

Data Entry Operator cum Accounts Associate

New Flower Mart (2022 July- Present)

- Managed data entry and databases accurately
- key Accounts maintenance
- Maintaining an effective & Organized Filing system
- Organize system backups on regular basis to ensure data Preservations.
- Responsible for Day to Day administration, managing deadlines and working within compliance and regulated sector.

Part time Professional Accounts & IT Tutor

Thihariya International School (2024- Present)

- Providing academic support to Grade 10 & 11 by teaching ICT & Accounts
- Teaching Using Online Platforms Ms Teams & Zoom

CO- CURRICULAR ACTIVITIES

- Successfully completed **Leadership program Level 04 – TEAM ENDEAVOR** – Conducted by Success Edge (Entrepreneurship)

SKILLS

Excellent communication skills (Oral & Written)

Effective Time Management

Flexibility in Multi-tasking (Rapid Learner)

Administrative skill

Computing skills & Accounting Skills

- MS OFFICE
- MS EXCEL
- MS POWERPONT /Outlook
- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- COREL DRAW

Graphic Designing & Web Designing
(Html, CSS, JS,)

Positive high-energy attitude

LANGUAGES

English (Full proficient)

Tamil

Sinhala

PERSONAL DETAILS

Date of Birth - 19 / 07 / 2005

Nationality – Sri Lankan

Gender – Female

Passport No – N11477824

NON RELATED REFEREES

M T M Rizwan - Managing Director
(Thihariya International School)

No.142/3, Kandy Rd,Thihariya
Contact - 0334927701