****

**Post Applied For: Employment**

**Address: Dubai**

**E-mail: zainabbibi920@gmail.com**

 **Mobile: 050-8918425**

**Profile Details**

**Name: Zainab Bibi Mehdi Hassan**

**Date of Birth : 28th Jan 1997**

**Nationality : Pakistani**

**Marital Status : Single**

 **Visa status: Employment Visa**

**Valid UAE Driving License**

**Career objective**

**“Committed to work in a national or multi-national organization providing professional and personal growth to build a promising career in an organization where a lot of learning opportunities in the field of Accounts, Finance, and Management, Marketing in challenging oriented environment exists”. To secure a challenging position where I can effectively contribute my skills, and innovative ideas to gain knowledge in the work-oriented environment.**

## Profile

## Detail oriented dedicated professional with skills and ability to provide strong procedural effort and accurate work. Result driven with an outstanding proven track record of achieving the desired personnel targets proactive recognized as an expert in planning and implementing business strategies. An effective communicator with exceptional relationship management & problem-solving skills.

**Strengths**

* **Hardworking and friendly.**
* **Disciplined.**
* **Honest.**
* **Complete the task at given time**
* **Ability to work under pressure**
* **Having ability to work as team player**
* **Self-motivated enthusiastic and result oriented ‘**
* **Communication skills**

**Achievements**

* **Event organizer in school annual day functions and other technical events.**
* **Participated in school level essay competition**
* **Participated in school function as event head-coordinator**

**Education Status**

* **High School Graduation -Grammar School Dubai**
* **MS/Office – Rolla Institute**
* **Photography – Basic**

**Experience**

* **Pakistani Association Dubai – Clerk Nov – Jan (2020-2021)**

**(In Hunarkadah Handicraft Shop as Sales Executive)**

**Managing Social Media Platform, Description About the Products,**

**Managing Microsoft Office.**

* **Gulf food festival – DWTC Feb – Mar (2019)**

**(Sales Promoter – Launching Uber Eats, giving information about the application)**

* **Dubai Duty Free-Jan-Nov (2016-2018)**

**(Promoter – Working with different Lux ours Brands, Promoting the products)**

* **Yallah compare June -Dec (2015)**

**(Insurance advisor – outbound calling, selling insurance to customers)**

* **AVT Khyber channel- Jan – June (2015)**

**(Admin cum receptionist – Tracking employee’s requirements, handling the needful documents)**

* **SHARAF DG - Safeer Mall -Jun-Dec (2014)**

**(Customer Service - managing the in/out bound calls, solving the customers problem, tracking the list of delivers)**

 **Computer literacy**

* **Usage of Microsoft Office Tools, MS Word, MS Excel, MS Power point.**
* **Loading and downloading, E-mail, Internet etc.**
* **Good at the typing**
* **Organize outlook E-mails and create them**
* **Handling the data entry**
* **Creating letters**

**Languages**

* **Fluent in English, (written and spoken)**
* **Urdu (written and spoken)**
* **Arabic (written and spoken)**
* **Punjabi**

**Declaration**

**I do hereby declare that the above given statements are true and correct to the best of my knowledge.**

**Reference**

**(Available on request)**