



HUMA SHAUKAT ALI

United Arab Emirate: Sharjah

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CAREER OBJECTIVE:

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

PERSONAL

INFORMATION:

| | |
|--|----------------------|
| Name | Huma Shaukat |
| Date of Birth | 04-09-1991 |
| Country of Birth | United Arab Emirates |
| Nationality | Pakistan |
| Gender | Female |
| Marital Status | Single |
| Visa Status | Father Sponsorship |
| (Holding valid U.A.E DRIVING LICENSE) | |

EDUCATION & TECHNICAL QUALIFICATIONS:

- HSSC in Humanities from Federal Board, Sharjah, U.A.E.
- Secondary school from Pakistan Islamia Higher Secondary School, Sharjah, UAE
- TOEFL Certification - May 2017

PROFESSIONAL EXPERIENCE:

(Sept 2018 - Present)

AHMED KHOURI OFFICE & HOME FURNITURE DUBAI

POSITION:

SECRETARY / RECEPTIONIST / ADMIN ASSISTANT

DUTIES:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Prepare memos, invoices, quotations or other reports
- Handle incoming and outgoing mail

- Hands on printing, scanning and faxing
- Organizing and servicing meetings
- Managing databases
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Acting as a receptionist and/or meeting and greeting clients
- If more senior, recruiting, training and supervising junior staff

(June 2018 – Sept 2018)

AL YOUM TRAVEL AND TOURISM SHARJAH.

POSITION:

TRAVEL CONSULTANT

DUTIES:

- Meeting and conversing clients on their travel needs and helping them with information on preferred holiday destination.
- Handling airline flights, resorts and hotel booking as per customer's budget.
- Providing detail information to customers on paperwork needed weather conditions and things to carry.
- Listening to customer requirement and presenting appropriately to make a sale.
- Having a knowledge of working on Sabre software and different websites to make bookings

(March 2017- May 2018)

SHAHVAIZ BHATIA GENERAL TRADING

POSITION:

RECEPTIONIST

DUTIES:

- Greet customers at the reception desk in a pleasant and professional manner.
- Answer incoming calls in a prompt, polite and professional manner.
- Receiving cash, cheque and credit card payments from
- Maintains schedule of appointments by maintaining diaries.
- Receive letters, packages etc. and distribute them.
- Keep front desk tidy and presentable.

(September 2012- January 2017)

WESGREEN INTERNATIONAL SCHOOL SHARJAH U.A.E.

POSITION:

TEACHING ASSISTANT

DUTIES:

- Assist the Class teacher with preparation of daily activities.
- To organize activities/resources displays.
- Assure my personalized attention to each student by interacting with them.
- Reinforce the concepts among the students for their better understanding.
- Responsible to maintain the discipline all the time.
- Keep the classroom tidy all the time.
- Follow the instructions of Class teacher and management.

IT SKILLS:

Windows & Office Tools

- Knowledge of MS Office (MS Excel and MS PowerPoint, in particular)

Web Programming & Development

- Internet & E-mail Techniques

PERSONAL ATTRIBUTES:

- Hardworking and logic oriented with devotion to work.
- Capable of learning new concepts in a short period of time.
- Possess Good communication and interpersonal skills.
- High-level of personal moral standards and integrity.
- Good problem solving skills.

LANGUAGES:

- English
- Arabic
- Urdu
- Punjabi

Independently hardworking and will be furnished on demand.