

# Wardah Hussain

I am a hardworking and determined business graduate with distinction from a reputed university in Dubai, with a background in HR, marketing management, finance and accounting. I am seeking to grow my career by applying my knowledge and skills in any organization and gain world class work experience in the corporate world



## Work Experience

- **Administration Executive- RAKBANK, Dubai.**  
**April 2021- July 2021**
  - Reviewing procurement contracts and invoices and mapping them together
  - Extracting essential information from contracts and briefing them to supervisors
  - Using AMS, ADMS and Microsoft Excel for arranging data from contracts and invoices.
- **Research Assistant- University of Wollongong in Dubai- March 2021**
  - Researching and reviewing academic journals for a research paper
  - Referencing all the journals and arranging the synopses in MS Excel.
- **'Senior Research, Communications and Coordination Intern'- Balkhi Strategy Group**  
**September 2020- February 2021**

(Working on Indus Hospital's Board Assessment project)

- Reviewing official documents and briefing them
- Handling BSG's social media pages
- Drafting out emails and arranging meetings through sending calendar invites
- Attended BSG's internal meetings and participated in survey building for Board Members

## Skills

- Microsoft Office (Excel, PowerPoint, Word, Access)
- Team Player
- Eloquent presentation skills
- Coherent writing skills
- Strong leadership skills
- Time management and meeting deadlines

## Education

**Bachelor of Business Administration - WAM- 85%**  
University of Wollongong in Dubai  
*2016 – 2020 Dubai, UAE*

**AS Level-Science**  
English Language School  
*2015-2016, Dubai, UAE*

**O Level-Science**  
English Language School  
*2014 – 2015 Dubai, UAE*

## Languages

English (fluent), Urdu (native) and Arabic (beginner)

## Projects and Certificates

- Sustainability Report
- Human Resources Project-Online Recruitment
- Marketing Projects- 'Mystery shoppers' and new product and service proposal report
- 1st prize in Spelling Bee Competition in Dubai
- Elocution Competition Certificates
- Academic and Sports Certificates

## Personal Information

- Gender: Female
- Date of Birth: 11th August, 1998
- Nationality: Pakistan
- Marital Status: Single
- Place of residence: Dubai, UAE
- Mobile Number : 050-3441295
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