Ayesha Ghulam Akbar

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Personal profile statement

 I am a reliable, responsible and hard working person. I am a mature team who is determined to face any challenge. I am able to work well both in a team environment as well as using own initiative. I am seeking employment with a company where I can grow and learn skills which will also be effective in expanding the company. I just completed year 12 from english language school. I am seeing a part-time position in the industry in which I can put into practice my knowledge and experience.

Additional information

IT skills: Microsoft word, PowerPoint, Microsoft excel, access, html and css coding

Languages: English(fluent), Urdu, Hindi

Interest: sports, arts, traveling, volleyball and basketball

Key responsibility

* Build and maintain customer relationships in order to understand their needs and business priorities
* Provide excellent customer service
* Organise activities such as email promotions and blogs
* Direct qualified and motivated traffic to your merchant’s website
* Advertising a client’s products and services via web and print media promotion and marketing
* Recruitment and Hiring talented employees for the company
* Creating an environment of open communication
* Responsible for ensuring an organization's entire HR department performs well

Key skills

* Good communication skills- ability to work as a team with classmates, completing the assigned tasks in the right time.
* Leadership experience: experience in leading and motivating students having captained in school basketball and volleyball team.
* IT skills: good in Microsoft, html and css coding.
* Time management: submitting the assign task in the right time.

Education

O levels: commerce- Arab unity school, Dubai, U.A.E (2018-2021)

* Enterprise: C (grade)
* ICT: C (grade)

AS levels: commerce English language school, Dubai, U.A.E (2021-2022)

Professional experience

* Affiliate marketer: Amazon
* HR executive(intern): Acore Group