

Curriculum Vitae



Iqra Fatima

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Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Qualification:

1. 10th grade from Lady MacLagan Girls High School 2009 (B.I.S.E Lahore)
 2. ICS from Jinnah Degree College 2011 (B.I.S.E Lahore)
 3. Bachelors of Business Administration from Virtual University 2015 (Lahore)
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Professional Experiences

- **Designation : Accounts Assistant and Operations Coordinator and Data Entry Operator**
Company : MEC artworks **Lahore, PK**
Duration : 24th December 2014 till 19th September 2019
 - Worked closely with the production team to manage their day to day operation schedule in a timely manner to ensure maximum output.
 - Managed day to day petty cash as well as monthly and annual basic financial reports.
 - Data input, storage, and manipulation.
 - Converting raw data into useful information.
 - Creating reports for management.
- **Designation: Procurement and Production Officer**
Company : The Decor Cottage **Lahore, PK**
Duration : 17th September 2016 till 19th September 2019
 - Worked to develop and implement cost-effective purchasing strategies.
 - Monitored and expedited shipments as necessary.
 - Worked with the production team for exhibitions and large orders.
- **Designation: School Controller**
Company : The Hope School **Lahore, PK**
Duration : 09th April 2016 till 19th September 2019
 - Worked with all faculty members to ensure their day to day tasks are set and met.
 - Organized and scheduled mid and annual term exams.
 - Made sure that the school's inventory is up to date.
 - Arranged parties for students and faculty members.
- **Designation: Content Writer**
Company : Novelish.in **UAE**

Duration : 24^h May 24th June 2020

- Collect and collate necessary secondary data from both the Internet and data producers for a particular research topic
- Able to source for clients
- Search for information and related on the assigned topic
- Edit and rewrite articles assigned from time to time
- Do other errands assigned by supervisors from time to time

Personal Information:

Husband's Name	Amir Tufail
Nationality	Pakistani
Date of Birth	7 th Oct 1993
Marital Status	Married
Religion	Islam
Visa Status	Spouse Visa

Skills:

- Proficient in MS Office
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Languages:

1. English - Can speak, read & write.
 2. Urdu - Can speak, read & write.
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Reference:

Reference will be provided on request.