

Curriculum Vitae

Iqra Fatima



Villa no 50, Al Qusais 3, Dubai

+971 56 554 0629

iqrach2@gmail.com

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)

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:

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

Reference will be provided on request.