

Curriculum Vitae

Aiman Zahra

Address: Businessbay – Dubai - UAE

Mobile: 0524912469

Email: ajwa089@gmail.com



OBJECTIVE:

In pursuit of challenging job my education, skills and potential will be a valuable contribution to the organization that will work for and to prove my worth by serving with sincerity and dedication. I am a forward thinker, hard-worker and dynamic individual who will ensure that what has to be done is done effectively and efficiently within the constraints of budget and time.

WORK EXPERIENCE:

02 years experience as a security officer in Dubai from 2017 to 2019.

Responsibilities:

- Attending hotline, landline calls and follow up with concern person or Department
- Coordinate and maintain records for staff office space, phones, keys, company credit cards
- Setup and coordinate meetings and conferences
- Maintain and distribute staff weekly schedules and timesheet
- Collect and maintain stationary inventory
- Support staff in assigned location based work
- Constantly bring changes, which attract the customer attention

NEW ZEENAT TEXTILE MILLS KARACHI:

Worked as a customer services (May 2016-April 2017):

- Assist customers with returns, purchasing store protection plans, and service packages.
- Answer telephone inquiries from customers and stores regarding the status of units and other service issues.
- Assist with new employee training including store policies, services, financing options and register operations.

PAKISTAN INTERNATIONAL AIRPORT KARACHI:

Worked as an Admin Assistant (Jan 2014-March2016):

- Answer screen and transfer phone calls
- Maintain and distribute staff weekly schedules
- Receive and direct visitors and clients.
- Dealing with all enquiries and resolving any problems over the phone or in person

- Organizing the hospitality requirements for management meetings and presentations ○
Maintaining the high presentation standard of the reception area.

QUALIFICATION:

- Intermediate (Humanities) in 2012
- SSC (Arts) in 2010

COMPUTER SKILLS:

- MS excel ○ MS Word
- Power Point ○ Windows

PROFESSIONAL SKILLS:

- Responsible, efficient with an excellent work ethics.
- Excellent interpersonal and communication skills.
- Excellent customer service and public relation skills.
- Creative solutions approach to problem solving.
- Flexibility in working conditions
- Proven ability to work under pressured environment with less supervision.
- Ability to perform consistently under pressure for long hours
- Ability to handle confidential information
- Good negotiation skills
- Dealing with people politely but in an authoritative manner
- Knowledge of security environment and related hazards
- Having a professional approach to all routine tasks

PERSONAL DETAILS:

Name: Aiman Zahra
Gender: Female
Nationality: Pakistani
Date of Birth: 01-01-1995
Language: English, Urdu
Visa Status: Visit Visa (Long Term)

Available upon request