



RIYAT FATIMA

CAREER STATEMENT

I feel that my greatest strengths are firstly my strong commitment to the highest possible standards. Secondly my skills at working efficiently as part of a team, and forming professional bonds with other staff members. Thirdly my desire to do everything possible to ensure that my pupils not only meet but indeed exceed all of the academic goals and targets set for them."

PERSONAL PROFILE

DATE OF BIRTH:
04-01-1998

ADDRESS;
H# 24, New Sanaya, Al Ajman.

CONTACT

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EDUCATION

Graduation

B.A Punjab University, Lahore. [2019]

Intermediate

Board of Intermediate and Secondary, Lahore. [2015]

Matriculation

Board of Intermediate and Secondary, Lahore. [2013]

PROFESSIONAL QUALIFICATION

- ❖ 3 months diploma in Human Resource Management [KCLCD, Kinnaird College] [2019]
- ❖ Graduated from [Access Center] [CARE Foundation]
(Completed the two-year diploma of Access to English Language Program) [2016]

WORK EXPERIENCE

- Have worked as an **Assistant Instructor** in **The Angels Group of Institutions** since 2013 (Half year)
- Have served **The Angels High School System** as a **Lecturer in Computer and G.Science** for 2 years.
- Have been working in **Management** in **The Angels Group of Institutions** since 2016 till to date.

COMPETENCIES & SKILLS

- Active team member with self-drive and motivation.
- Ability to prioritize so that deadlines are always met.
- Can make quick decisions.
- Possessing a friendly, approachable and reliable nature.
- Pragmatic and having a 'can do' attitude.

PERSONAL SKILLS

- Responsible
- Self-motivated
- Deadline led
- Patient
- Energetic
- Friendly & reliable

REFERENCE

- Available on request