



RABIA FATIMA

PROFILE

Goal directed, self-motivated with high energy, keen insight into the needs and views of others, able to identify any foreseen issues and form innovative solutions, result oriented professional and an exemplary leader. Always Eager to learn new things

CONTACT

PHONE:
+971 56 292 1036
+971 52 631 4747

EMAIL:
rabbiacqureshi12@gmail.com

VISA STATUS:
Husband sponsorship (3 Years)

EDUCATION

University of Karachi

2018 - 2021
Bachelor of Science
BSc. Mathematics

Govt College Gulshan Iqbal

2015 - 2017
Sindh Board

Ataturk Public School

2014 - 2015
Sindh Board

WORK EXPERIENCE

Sports Fitness Solution – Dubai - UAE

Office Assistant Cum Sales Coordinator
Aug 2021–Present

- Greet visitors in a professional manner
- Scheduling meetings and sending meeting invites to clients
- Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails

Luck Trade – Karachi, Pakistan

Office Assistant
Nov 2018–Feb 2020

- Greet visitors in a professional manner
- Scheduling meetings and sending meeting invites to attendees
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Sorting and distributing communications in a timely manner
- Updating paperwork, maintaining documents and work processing

SKILLS

- Staff development
- Team Leadership
- Self-Motivated
- Organizational Skills
- Workflow Efficiency