

Saima Safdar

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Objective

To secure a very challenging position in a reputable firm that will enhance my skills and attain career advancement and to be an asset to the student by sharing and utilizing my knowledge and experience all round for the benefit of both parties.

Profile

I am creative professional with significant experience in public relations, oral and written communications and creative skills, result-driven achiever and effective team leader with exceptional interpersonal skills, highly flexible and adaptable performer, adopt at multi-tasking and thriving in a fast-paced environment, exceptionally motivated self-starter and creative problem-solver that works hard and loves a challenge.

Education and Training

2008: Netscope, Sharjah, UAE

Certificate in Abode Photoshop, Flash & Dream Weaver

2001/2004: Zenith Training Institute, Sharjah, UAE

Diploma in Fashion Design, Interior Design and Graphic Design

2002: Al Rolla Computer Institute, Sharjah UAE

Certificate in AUTOCAD 2D & 3D Drawing

1999/2000: Al Fajer, Ajman, UAE

Intermediate FA (Pakistani Board)

Desirable Knowledge, Skills and Abilities

- Excellent verbal, written and human relations skills, customer service skills, and organization skills.
- Excellent computer skills including Microsoft Excel, Words, PowerPoint, Access and appropriate software.
- Ability to understand and handle the student according to individual needs.
- Knowledge of principles and practice.
- Ability to be more creative and help the students to create
- Familiarity with standard office equipment and procedures
- Ability to maintain confidentiality

Job History

- Al Mutamayez Designer Boutique

Created unique, specialized and exotic dress designs for customers which were sent to be developed with custom fit.

- Mid-East Construction and Demolition Company Ltd.

Online AutoCAD designs for a USA based Construction Company.

- Educational Tutor services

Taught to students online via zoom meetings and in person, helping them achieve their educational goals.

- STAR BPO

Call Centre experience

- Receptionist

Attended calls and reserved appointments while handling the financial transactions as well.

Languages:

Proficient in verbal and written English, Urdu & Punjabi

Personal Information:

Date of Birth: 12/12/1982, Husband's Sponsorship

Interests and Activities:

Self-motivated, Creative, highly ambitious and friendly