

# **Curriculum Vitae**

**Aisha Saeed**

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## **Objective:**

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services within a positive team environment.

## **Educational Qualification:**

### **Basic Education:**

#### **2015: SSC**

- Successfully Completed at: *Pakistani School Sharjah, United Arab Emirates.*
- Certification from: *Federal Board of Intermediate and Secondary Education Islamabad, Pakistan.*

#### **2017: HSSC**

- Successfully Completed at: *Pakistani School Sharjah, United Arab Emirates.*
- Certification from: *Federal Board of Intermediate and Secondary Education Islamabad, Pakistan.*

### ***Attended summer workshops of 2017 in SZABIST University***

- *Communication Skills*
- *Poster Design with Adobe Photoshop*

## **Computer Skills:**

- Microsoft Word.
- Microsoft Excel.
- Microsoft Power Point.
- Good Typing Speed & Excellent knowledge on Internet usage and other Electronic Communication like EMAILS.

## **Experience:**

### **Alansar International School (Admin Assistant)**

- Meeting, greeting and assisting visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming/outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating and maintain the holiday, absence and training records of staff.
- Creating and modifying documents using Microsoft Office.
- Setting up, coordinating meetings and conferences.
- Updating, processing and filing of all documents.
- Arranging the corresponding file.
- Entering the sick leave in the system.
- Entering the tardiness in the system.
- Checking the emails every day in the morning.
- Uniform checking of the student.
- Dealing with the parents (in the absence of the supervisor).
- Dealing with the students.
- Checking the staffroom.
- Giving the stationary to the teachers when they need.
- Taking the students to the clinic.
- Morning and afternoon bus duty.
- Break duty.
- Home Tuition (From KG-I to Seventh Standard's students).

### **International School of Creative Science**

- Teaching assistant.

### **Promotion Jobs for Etisalat with UHRS**

- 3 months' promotion job in Etisalat, selling of postpaid & pre-paid plans
- Explaining the new promotions and products to all customers.

## **Languages:**

- English
- Urdu

**Personal Information:**

- **Name:** Aisha Saeed
- **Gender:** Female
- **DOB:** 8 AUG 1998
- **Nationality:** Pakistani
- **Place of Birth:** Sharjah, U.A.E
- **Place of Living:** Sharjah, U.A.E
- **Visa Status:** Brother's Sponsorship
- **Religion:** Islam
- **Marital Status:** Single