

# ZAINAB SHABBIR

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*Al Naba'a, Sharjah*

I am a **BSc Honors in Business Information Systems** graduate from **Middlesex University** looking for employment in a position that requires a young, well-rehearsed and dedicated employee. Well-developed project management and IT skills combined with a flexible attitude to work. Strong organizational skills in a variety of situations to achieve deadlines. Have initiative and can work independently or as part of a team. Get on well with people at all levels, easily making good working relationships. Adaptable and quick to learn new skills.

## WORK HISTORY

04/2019 - 11/2020

### **Victory Hardware Trading LLC**

Manager

- Develop, coordinate, and enforce systems, policies, procedures, and productivity standards. Establish strategic goals by gathering pertinent business, financial, service, and operations information.
- Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

01/2019 - 01/2019

### **Cisco Connect**

Technical Assistant

- Assisted with the registration and holding of the exhibitions held.
- The TEC company took an interview where I got shortlisted for the event.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.

08/2018 - 02/2019

### **Go Green Car Services**

Social Media Manager

- Supported Social Media Marketing in improving operations and resolving issues to deliver top-notch customer service.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.

01/2017 - 01/2017

### **Cisco Connect**

Volunteer

- Assisted with the registration and holding of the exhibitions held.
- The TEC company took an interview where I got shortlisted for the event.

01/2017 - 01/2017

### **Oracle Code Jam**

Hostess

- Assisted with the registration of all the school students and candidates who appeared for the competition with their fellow teachers.

01/2016 - 01/2016

### **Women in Stem**

Social Media Manager

- Facilitated a social appearance for the event on all their social media pages.
- Also assisted with registration of all the candidates who appeared for the talk.

## SKILLS

- Microsoft Office
- NetBeans
- MySQL.
- Well-developed analytical and numerical abilities
- Microsoft Office
- Risk management processes and analysis
- Data management
- Strong verbal communication
- Self-motivated
- Report analysis
- Windows 7 expertise
- Observant

## EDUCATION

2016

### **Our Own English High School | Dubai**

Secured 84% in Marketing and a high score in IT 92/100.

2019

### **Middlesex University Dubai | Dubai**

#### **Bachelor of Science**

#### **Business Information Systems**

- Top 10% of the class
- Award for academic achievement, 2nd Year, 2018
- Recipient of Pro-Vice- Chancellor Merit Scholarship

## AWARDS

### **Pro Vice Chancellor Merit List Award**

November 2018

Awarded for outstanding academic achievement in Year 2 of degree

### **Student Representative Award**

January 2017

Recognition for exceptional efforts in representing student of my university.

## CERTIFICATIONS

### **Data Science and Big Data Analytics**

May 2017 to Present

Completed the course given by Dell EMC on Data Science and Big Data Analytics.

### **Data Analytics Associate**

January 2018 to Present

Completed Data Analytics Associate: Level 1 Certification as a Student Volunteer and Technical Administrator.