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|  |  | Ayesha Habib |
| * PHONE:

+971545278387* EMAIL:

ayeshahabib190@gmail.com**POSTAL CODE**Mirdif, Dubai, United Arab Emirates**VISA TYPE**Residence Visa (Father)**DRIVING LICENSE**Full**HOBBIES** Video editingSketchingWork out**LANGUAGES**EnglishHindi/UrduPashtoFarsi |  | EDUCATIONSZABIST, Dubai, UAE 2023 **Bachelors of Science in Computer Science**For the final year project, me and my team members made a successful App about Lost and Found Items. * **PIHSS Sharjah, UAE 2018**

HSSC- I and HSSC-II, Arts* **PIHSS Sharjah, UAE 2016**

SSC- I and SSC- II, ScienceWORK EXPERIENCENew Way Spare Parts LLC. Data Entry Intern, Dubai, UAE July 2022 – September 2022* Create and maintain spreadsheet using Excel.
* Scanned documentation and entered into database to maintain accurate records.
* Identified errors in data entry and related issues, reporting to supervisors for resolution.

**SKILLS*** Claims and appeal procedures
* Process improvements
* QuickBooks expert
* Records management systems
* Documentation and reporting
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 **Summary**

To continue my knowledge by working I am able to work well both in a team environment as well as using own initiative, a self-confident once start working then by doing it with hard work. I am a goal oriented and a team oriented individual seeking to integrate my skills. My goal is to utilize my technical skills and knowledge for achieving the objectives and developing the best performance in the organization. Methodical data expert with experience handling-high volume requests. Demonstrates precise system navigation and accuracy to achieve results. Skilled in customer data management and reporting.