



AYESHA AKBAR

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CAREER OBJECTIVE:

- To be able to work and be a part of your prestigious company would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks.

EXPERIENCE

SPRINGDALE INDIAN SCHOOL, SHARJAH, UAE

(SUBJECT TEACHER – FULL TIME)

MAY 2023 – PRESENT

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Provide individualized instruction to each student by promoting interactive learning.
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students progress and provide grades and feedback.
- Maintain a tidy and orderly classroom.
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- Plan and execute educational in-class and outdoor activities and events.
- Observe and understand students behavior and psyche and report suspicions of neglect, abuse etc.
- DEVELOP and enrich professional skills and knowledge by attending seminars, conferences etc.

URBAN LANDSCAPING LLC, DUBAI, UAE

(DATA ENTRY CLERK - INTERNSHIP)

FEBRUARY 2023 – MAY 2023

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolve deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combines data from both systems when account information is incomplete.
- Purges files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data.
- Secures information by completing database backups.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

AL TAWHEED ENGINEERING LLC, SHARJAH, UAE

(SECRETARY AND ASSISTANT – FULL TIME)

FEBRUARY 2021 – JANUARY 2023

- Organize office and assist associates in ways that optimize procedures.
- Sort and distribute communications in a timely manner.
- Create and update records ensuring accuracy and validity of information.
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Maintain trusting relationships with suppliers, customers, and colleagues.
- Perform receptionist duties when needed.

CALL CENTRE, CUPOLA TELESERVICES

(CUSTOMER SERVICE ROLES – PART TIME)

MARCH – DECEMBER 2019

- Assigned to call customer and note down the address to delivery courier (Aramex) package.
- Worked with a team of 10 personals in shift patterns.
- Also handled Etisalat customer as a collection officer on billing disputes.

YOUNG LEADERS DEVELOPMENT PROGRAM, UAE NATIONAL DAY PROGRAM.

- Works as a volunteer in distributing supplies (drink/food) to the attendees.

EDUCATION

2006-2020

PRIMARY SCHOOLING, MALIK BIN ANAS, SHARJAH UAE. (ISLAMIC/ENGLISH BOARD)

COMPUTER SKILLS.

- MS excel.
- MS word
- Power point
- Microsoft outlook
- Internet browsing

SKILLS

- Communications
- Customer service
- Active listening
- Ability to work under pressure
- Decision Maker
- Adaptability
- Computer literate (Microsoft Word, MS Office, Excel)
- Time management
- Quick thinker
- Conflict resolution
- Leadership
- Interpersonal skills
- Flexibility

ACTIVITIES

Reading.
Volunteer Work.
Travel.
Art.
Team Sports.
Movies.
Cinema.
Socializing.
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PERSONAL INFORMATION

Date of birth : 29thJun 1993.
Place of birth : Dubai.
Nationality : Pakistani.
Civil status : Single.
Religious : Islam.
Visa status : Residence.
Visa expiry : 24 Dec 2024.
Passport number : RS1335902.
Passport expiry : 19thOct 2024.

LANGUAGE KNOWN

English : Read / Speak / Write.
Arabic : Read / Speak / Write.
Urdu : Read / Speak / Write.
Balochi : Speak
Persian : Speak

I hereby declare that the above information provided are correct and documents shall be provided when required.