



FATIMA HABIB

PROFILE

An Intelligent, well-presented a comprehensive skill-set, underpinned by work experience in Environment demanding self-motivated and a focused approach; capable of working without Supervision and willing to assume additional responsibility. I have an ability to provide a friendly and productive environment for the development of faculties to make them understand the Diversity.

CONTACT

Contact & WhatsApp:
+971 50 986 5072

Address: Abu Dhabi, UAE

Email:
fatima.habib.lhr6@gmail.com

EDUCATION

- ☐ **UAE MOFA ATTESTED B.Ed. (Secondary Education), 2015**
University of the Punjab, Lahore.
- ☐ **M.A. (Islamic Studies), 2014**
University of the Punjab, Lahore.
- **B.SC (Statistics, Economics & Computer), 2010,**
University of the Punjab, Lahore.
- **F.SC (Pre-Medical) 2007,** BISE Rawalpindi
- **Matriculation (Science) 2005,** B.I.S.E Rawalpindi.

WORK EXPERIENCE

UAE EXPERIENCE

Company: Aquagrand Water Purification System (Sharjah, UAE)

Position: Receptionist cum Office Administration

Duration: 6 Months

Company: Al-Madina Mall (Sharjah)

Position: Cashier

Duration: 6 Months

PAKISTAN EXPERIENCE

Company: Milvik Mobile Pakistan

Position: Customer Care Sales Executive

Duration: 1 Year

Company: System limited

Position: Receptionist

Duration: 1 Year

Company: VTI Council Govt. Punjab

Position: Computer Operator

Duration: 8 Months

PERSONAL DETAILS:

D/O: Habib Ur Rehman

Gender: Female

Marital Status: Single

Religion: Islam

Nationality: Pakistani

Passport No: AB6033674

Passport Expiry: 04-Aug-2026

Visa Status: Visit Visa

LANGUAGES:

English

Urdu & Hindi

Punjabi.

COURSE & SEMINARS:

- Certificate in “**English Language & Literature**”, University of the Punjab.
- “**Post Graduate Seminar on Education for Socialization**”, 12 April 2019, Pakistan.
- Seminar on “**An Appraisal of Fiscal Crises in Pakistan**”, International Islamic University Islamabad.

COMPUTER COURSES:

- Facebook for SMB's, PITB Lahore, Pakistan.
- Computer Application and Office Professional Internship/Training Punjab Vocational Training Council (PVTC), Lahore.
- E-Rozgaar (Technical) Course PITB Lahore, Pakistan.

COMPUTER SKILLS:

- ☐ MS Office (Excel & word).
- ☐ Web & Graphic Designing (University of the Punjab, Lahore).
- ☐ Computer Application and Office Professional (CAOP), Punjab Vocational Training Council.
- ☐ Internship (Computer Operator/Data Entry), (Punjab Vocational Training Council).
- ☐ Copying, Printing, Scanning, Creating & Handling Documents.

KEY STRENGTHS:

- Customer service skills.
- Good Communication skills.
- Moderating, good interpersonal and communication skills.
- Can handle work with less supervision.
- Record update & material management.
- Critical thinking.
- I am good trouble shooter.

DECLARATION:

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

FATIMA HABIB