

MARYAM AMIN



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Dubai - UAE

Personal Profile

Name : Maryam Amin

Gender : Female

Nationality : Pakistan

Date Of Birth : 17/12/1997

Marital Status : Married

Languages

- English
- Hindi
- Urdu

Passport Information

Passport No : HQ1202531

Issue Date : 18/09/2023

Expiry Date : 17/09/2033

Visa Status : Residence Visa

Objectives

Seeking suitable position in a reputed organization to Utilize gained expertise and useful skills to facilitate operation, maximize revenue and productivity and ensure strong sustainable future growth.

Skills

- Ability to work hard and result oriented.
- Self-motivated and ready to work under pressure.
- Sincere and honest in assigned duty.
- Extremely hardworking self-motivated.
- Efficient and well-behaved person.
- MS Office (MS Word, MS Excel, MS PowerPoint)

Educational Qualification

- BSC Computer Science

Work Experience

- Worked as a **Online Digital Marketing** in Pakistan for the period of 01 years.
- Worked as a **Salesgirl** with **Chace Value** in Pakistan for the period of 02 years.
- Worked as a **Teacher** with **Science School** in Pakistan for the period of 05 years.

Responsibilities

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Ensuring clean and tidy home environment all times.
- Planning and implementing educational activities and events.
- Ensuring your classroom is clean and orderly.
- Preparing and distributing periodic progress reports and semester report cards.
- Attending parent-teacher meetings.
- Evaluating and documenting students' progress.
- Allocating and grading homework, assignments, and tests.

Declaration

I hereby declare that the above-mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular.

MARYAM AMIN