

# Urooj fatima

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## EXPERIENCE

### **Vluetree, UAE — virtual assistant(remote)**

March 2024

Organizing customers and prompting customer service

Reference email: [muhammadaliabdullah251@gmail.com](mailto:muhammadaliabdullah251@gmail.com)

### **Brandscollection, UAE — sales manager(remote)**

October 2024

Organizing sales and different types of orders

Reference email: [Rabiahameed791@gmail.com](mailto:Rabiahameed791@gmail.com)

### **Mirage digitech, UAE — HR student intern(remote)**

December 2024

Setting up meetings, dealing with clients, clerical tasks, data analysis etc

### **Maxxam v International, Pakistan — Internship**

3 january 2025 to 3 june 2025

AI optimization, clerical skills, data entry etc

## EDUCATION

### **Gems winchester school , jebal ali — lower secondary**

### **Beaconhouse school , pakistan — upper secondary**

Done with o levels

### **The message school system , pakistan — advanced**

A levels

## SKILLS

- Computer skills
- Leadership
- Organization
- Volunteering
- Communications
- English fluency
- Knowledge of seo
- Artificial intelligence optimization

## AWARDS

- Cambridge o and A levels general certificate of education
- Speech competitions
- Adobe photoshop illustrator, excel powerpoint, word, video designer
- Cambridge learner award

## LANGUAGES

- First language english
- Second language urdu
- Second language arabic