



# FATHIMA HAPSA

## BA Graduate

A versatile BA graduate proficient in Microsoft Office applications, skilled in data analysis, and skilled in document creation, Combining strong tech and communication skills for efficient project management and reporting

## Contact



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Nilaveli, Trincomalee, Sri Lanka

## Education

### ● Bachelor of Arts(Arabic)

South Eastern University of Sri Lanka  
2019 - 2024  
Olivil

### ● Counselling Course

Amazon College  
2020  
Colombo

### ● Information & communication Technology- Technician

2018  
Trincomalee

## Skills

- ☐ Organized
- ☐ Communication
- ☐ Teamwork
- ☐ Meeting deadlines
- ☐ Critical thinking

## Experience



### Secretary Quazi Court

Kuchchaveli

2023 - Present

present My role as a Quazi Court Secretary involved managing legal documentation, scheduling court proceedings and assisting in the administration of Sharia law cases. This experience honed my organizational skills and provided insights into functioning of the legal system



### Department of Local Government

Eastern Province, Trincomalee

2018-2019

My internship at the Department of Local Government was eye-opening. I contributed to community development, engaged with residents, and took part in policy development. It highlighted the crucial role of local government and the significance of community involvement in overcoming challenges budget constraints.



### Volunteer Teacher

Gopalapuram Tamil Vidyalayam

Volunteered as a teacher for underprivileged children, delivering engaging lessons and fostering a positive learning environment. Utilized creative teaching methods to inspire and empower students.

## Language

English professional

Tamil Native

Arabic Professional

## Reference

Ash Sheikh M.M. Jameen (BA)  
Judge

Quazi Court  
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