

# FATHIM A HAPSA

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## ABOUT ME

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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.

## EXPERIENCE

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**Quazi Court Secretary** 2023 - Present

**Ash Sheikh M.M. Jameen, Trincomalee, Sri Lanka**

- Managed legal documentation, scheduled court proceedings, and assisted in the administration of Sharia law cases. This experience honed my organizational skills and provided insights into the functioning of the legal system.
- Collaborated with colleagues and judges to ensure smooth court operations.
- Developed and implemented efficient systems for case management and record-keeping.
- Successfully managed confidential information with discretion and professionalism.

**Internship at Department of Local Government** 2018 - 2019

**Gopalapuram Tamil Vidyalayam, Trincomalee, Sri Lanka**

- Contributed to community development, engaged with residents, and took part in policy development.
- Utilized analytical skills to assess community needs and identify potential solutions.
- Collaborated with government officials and community members to implement projects.
- Successfully managed multiple tasks and projects while maintaining a strong focus on results.

**Volunteer Teacher** 2018

**Kuchchaveli, Sri Lanka**

- 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.
- Developed and implemented lesson plans tailored to the needs of individual students.
- Demonstrated strong interpersonal skills to build rapport with students and families.

## EDUCATION

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**Bachelor of Arts (Arabic)** 2019 - 2024

**South Eastern University of Sri Lanka, Trincomalee, Sri Lanka**

- Achieved a strong academic record demonstrating a deep understanding of Arabic language, literature, and culture.
- Developed strong research skills through coursework and independent projects.
- Enhanced communication and presentation skills through participation in seminars and conferences.

**Amazon College, Colombo, Sri Lanka**

- Gained comprehensive knowledge of counselling theories and techniques.
- Developed skills in active listening, empathy, and building rapport.
- Learned to identify and address the emotional and psychological needs of individuals.

**SKILLS**

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**Technical Skills**

- Microsoft Office Suite: Proficient in Word, Excel, PowerPoint, and Outlook.
- Data Analysis: Skilled in data collection, analysis, and interpretation.
- Document Creation: Experienced in creating clear and concise documents, reports, and presentations.

**Soft Skills**

- Communication: Excellent verbal and written communication skills, adept at building relationships and fostering productive collaboration.
- Organizational: Highly organized and efficient, able to manage multiple tasks and deadlines effectively.
- Problem Solving: Analytical and critical thinking skills, skilled at identifying problems, evaluating solutions, and implementing effective strategies.
- Teamwork: Collaborative and approachable, with a proven ability to work effectively as part of a team.
- Time Management: Excellent time management skills, able to prioritize tasks and meet deadlines consistently.

**Languages**

- English: Professional Proficiency
- Arabic: Professional Proficiency
- Tamil: Native Speaker

**REFERENCES**

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References available upon request.