

Kaniz Fatama

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Summary

Highly focused and meticulous Entry-Level Administrative Assistant with a stellar customer service record and work ethic. Effective multitasker able to handle a high volume of simultaneous clerical projects with complete accuracy and professionalism. Adept at working well independently with little to no direction or as a professional clerical staff member.

Education

BACHELOR'S IN BUSINESS | NATIONAL UNIVERSITY, BANGLADESH

- Major: Accounting
- Year: 2016

HIGH SCHOOL DIPLOMA | CANTONMENT BOARD COLLEGE GAZIPUR, BANGLADESH

- Major: Business
- Year: 2011

Skills & Abilities

- Superior administration abilities
- Strong clerical and office management skills
- Outstanding familiarity with business and management practices and principles
- Exceptional presentation and organization abilities
- High grasp of using tools such as QuickBooks and Tally
- Excellent proficiency with MS Office applications including Excel, Word, Outlook and PowerPoint
- Sound written and oral communication skill

Experience

TEACHER | KINDERCARE EDUCATION, SPRINGFIELD, VA

(MAR 2019- JUN 2021)

- Combined discipline plan with effective measures and various lesson plans to increase concentration, participation and progress student accountability
- Earned positive verbal/ written feedback from parents regarding classroom instruction and student learning success
- Discussed in class issues and learning interruptions with parents in order to develop solutions
- Observed student's performance and documented both positive and negative points
- Maintained safe, positive learning environment.