

# Nabeeha Siddiqui

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## Education

Seneca College Newnham Campus, Toronto, Ontario |  
*Computer Programming Diploma* (ongoing)

January 2022 – August 2024

Cambridge International School, Dubai, UAE |  
*High School Diploma.*

September 2007 – July 2021

- Various certificates for volunteer work.
  - Prefect leadership position (Year 13).
  - IT appreciation award for outstanding skill.
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## Experience

**Office Manager** (*part-time*)  
LXM Law LLP | Ottawa, Canada

June 2022 – Present

Responsibilities include:

- Managing online assets such as One Drive, SharePoint, CLIO etc for LXM Law LLP.
- Bookkeeping of transactions.
- Coordinate outstanding payments with suppliers.
- Assist lawyers and other employees with technological support.

**Sales Executive**  
UBL | King Faisal Street, Sharjah, UAE

January 2020 – February 2020

- Worked as part of a school-mandated work placement program.
- Observed the skill of customer service.
- Worked in high pressure and customer-oriented environments while handling cheques and other transactions under observation.

**Sales Executive**

March 2018 – April 2018

Marks and Spencer | Wafi Mall, Dubai, UAE

- Worked as part of a school-mandated work placement program.
  - Responsible for maintaining front of house, ensuring displays are stocked and maintained up to high standards.
  - Assisting customers with various queries and requests.
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**Skills**

- Fluent in English (written & spoken), Urdu (Spoken) and Hindi (Spoken).
- Ability to work effectively in a team, tackling problems and presenting resolutions.
- Clear communication skills.
- Proficient in use of Microsoft Office Programs and Computer Systems.
- Ability to work in high pressure and demanding environments.
- Experience in customer service and administrative work.