

FATIMA MAWAJ

OBJECTIVE

~~As a highly organized and diligent professional, I seek a role in customer service and cashiering. I'm committed to delivering excellent customer experiences and leveraging my strong interpersonal skills. My experience as an administrative assistant, babysitter, and school teacher has equipped me with valuable skills for this position.~~

WORK EXPERIENCE

Administrative Assistant, 11/2020 to 07/2022

SMART Group - Ontario, Canada

- Provided clerical support to company employees by copying, faxing, and filing documents.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Created and maintained databases to track and record customer data.

Babysitter, 10/2019 to 08/2020

Sher Sha - 68 Abell Street M6j 0b1

- Played games, worked on puzzles, and read books to children.
- Communicated positively with children.
- Organized and cleaned home after activities by picking up toys and straightening up play room.
- Maintained a clean and organized environment to ensure the well-being of children under care.
- Sanitized dishes, tabletops, toys, and frequently touched surfaces to prevent the spreading of germs.

Teacher, 01/2017 to 03/2019

Karwan High School - Kabul, Afghanistan.

- Developed strong relationships with students, parents, and colleagues by maintaining open lines of communication and fostering a supportive learning environment.
- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- Managed classroom behavior effectively by establishing clear expectations, modeling appropriate conduct, and consistently enforcing established rules and consequences.
- Assisted in creating a safe and nurturing classroom environment that promoted emotional well-being and academic growth for all students.

Translator, 02/2014 to 01/2017

CONTACT

Address: Scarborough, Ontario m1j3k2

Phone: 4162582954

Email: fatimamawaj1@gmail.com

SKILLS

Patience and Empathy

Time Management

Strong Work Ethic

Reliability

Excellent problem-solving abilities and a proactive approach to learning and development.

Effective communication skills, both verbal and written.

Ability to work collaboratively in a team environment and adapt to changing requirements

Ariana TV - Kabul, Afghanistan

- Translated documents from Arabic to Persian.
 - Reviewed final work to spot and correct errors in punctuation, grammar and translation.
 - Applied cultural understanding to discern specific meanings beyond literal written words.
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EDUCATION

Advanced Diploma, Software Engineering, Expected in 12/2026
Centennial College - Scarborough, ON

High School Diploma, 11/2021
SCAS Scarborough Center For Alternative Studies - Scarborough, ON

LANGUAGES

English

Full Professional

Arabic

Native or Bilingual

Persian

Native or Bilingual

Pashto

Professional Working
