Fatima Mahmood

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**Permanent Resident of Canada, DOB 12-30-1993**

**Objective:** **To broaden my horizons through encountering new experiences. To be given the opportunity to use my responsible nature and organizational qualities, as well as my ability to achieve goals.**

**Education:**

**Sept 2012 to April 2016: University of Ottawa**

Honors Undergraduate student in biopharmaceutical sciences

Scholarship awarded for entire period of study

Expected second year GPA: 7.5

**Sept. 2010 to May 2012: Branksome Hall** (Toronto)- Grade 11, Grade 12

IB diploma achieved with 81% average.

Subjects: English, Math, French, Economics, Chemistry, Biology

**Sept 2006 to June 2010:** **Jumeirah English Speaking School** (Dubai)- Grade 6 to 10

7 subjects taken average grade level B (UK system)

**Achievements:**

* Certified Food Handler
* High School Honors Award in 2011 and 2012
* Ontario Scholar Award for High School average greater than 80%
* Commended for performance in Special Needs Awareness Program
* Achieved 50 public service hours in 2 years of study

**Work Experience:**

**May 2014 Diamond Integrated Marketing:**

* TD Canada Trust Brand Ambassador
* Hosted VIP event
* Hired for proficiency in Urdu/Punjabi/Hindi
* Registered attendees
* Kept track of attendance
* Entertained guests during event

**February 2014-date AFF Hospitality Ventures (Malaysia)**

AFF is a hospitality company specializing in management of serviced apartment units in Malaysia. Through some connections, I was asked to run the back-office Property Management System (Fortune Next by IDS) for this company on a part-time basis.

* Enter reservations onto system
* Create reservation cards
* Enter check-ins/check-outs
* Perform night audits

**Summer 2012 Leap into Literacy**

Leap into Literacy is a summer camp available to children encountering domestic difficulties. As a volunteer my job was assisting teachers with conducting the camp.

* Assistant to teacher
* Working with ages 8 to 15
* Monitoring children’s concentration in class
* Being responsible for children’s safety

**September 2009-July 2010 SENSES (house for accommodating individuals with special needs):**

SENSES is an institution that accommodates special needs children that have been abandoned by their parents. Volunteers part take in activities to entertain and bring happiness to the residents.

* Visit mentally and physically challenged individuals
* Working with ages 5 to 30
* Offered large amounts of compassion and patience
* Show support for the conditions of abandoned individuals
* Play games and entertain children
* Find ways to raise money and awareness for the conditions faced by these individuals

**September 2009-December 2009 Special Needs Awareness Program (SNAP):**

SNAP is an extensive program designed to bring children and adults with special needs together to choreograph various dance routines, with a final outcome of a very successful program that received nation wide television coverage.

* Choreographing dance routines for a big dance performance
* Teaching dance routines to mentally and physically challenged children
* Adapting my technique to approach different children
* Promptly arriving at required times, including weekends.
* Patience and compassion was a requirement
* The program succeeded in its mission to enhance the lives of an often-forgotten segment of society

**Community Involvement:**

**School Ambassador:**

* Giving tours to perspective students and their families
* Advertising the school
* Informing individuals about the various facilities and services
* Formal dressing

**Attributes:**

Reliable, Honest, Patient, Polite, Co-operative, Positive, Organized, Efficient and Compassionate

**Languages I can speak fluently:** English, Punjabi, Urdu and Hindi

**Languages I can speak partially:** French and Arabic

**Interest / Hobbies:**

Music, Numbers, Reading, Cinema, Food, Travel, Fashion, Walking and Volunteering

**References available on request.**