



# IQRA KHAWAJA

## CONTACT

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- Abudhabi, United Arab Emirates

## EDUCATION

- **Graphics Designing**  
Lunar Computer College
- **Spoken English Course**  
Peek Solution
- **Microsoft Office Diploma**  
Pitman Training Pakistan
- **Higher Secondary School Certificate**  
Queen Mary College
- **Secondary School Certificate**  
Government School

## SKILLS

- Graphic designing
- Data Entry
- Computer Skills
- Office Administration
- Microsoft Word
- Microsoft Excel
- Filling

## OBJECTIVE

To leverage my expertise in administration, customer service, and data management to secure a senior administrative role in a fast-paced organization.

## EXPERIENCE

- **Fortress Square Mall**  
*Destination* : Administrative Assistant  
*Duration* : May 2024 to July 2024

- **Beacon House School System**  
*Destination* : Administrative Assistant  
*Duration* : January 2021 to April 2024

### Responsibilities:

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Ensured accurate record-keeping with diligent data entry and database management for vital company information.

## PERSONAL SKILLS

- Good inter personal communication skills.
- Courage and determination to deal with any challenging situation.
- Ability to work individually and in groups.

## LANGUAGE

- English  91%
- Urdu  95%
- Hindi  87%