

IQRA KHAWAJA



CONTACT

► +971 55 961 7613

► iqradaniyal10@gmail.com

► 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

► Filing

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%