

Fatima Javed

DA11 9AB

Phone: 07983 803025

Email: fati.javed66@gmail.com

Profile:

A dedicated and highly organised professional with a strong track record in secretarial and administrative roles. My experience has made my ability to excel in fast-paced, dynamic environments. I am committed to continuous learning, staying current with industry developments, and adapting to changes to effectively contribute to any team.

Skills:

- Outreach campaigns
- Leadership
- Consulting
- Strong analytical and problem-solving skills.
- Cold calling
- Proficient in Microsoft Office & Excel
- Detail-oriented and highly organised.

Work Experience:

Recruitment Consultant | Step by Step Education

March till Present

- Consulting
- Cold calling
- Marketing and promotion
- Invoices
- Database management

Assistant manager | Cambridge Institute

Oct 2019 to Jan 2024

- Recruiting, training, and supervising staff.
- Provide guidance and support to team members.
- Oversee day-to-day operations and ensure efficiency.
- Implement and enforce company policies and procedures.
- Ensure a high level of customer satisfaction.
- Provide training and development opportunities for staff.

Administrator | Al-Noor Hospital

Mar 2018 To Sep 2019

- Greet patients, visitors, and staff in a friendly and professional manner.
- Provide a positive first impression of the hospital.
- Collect and verify patient information during the registration process.
- Ensure accurate entry of patient data into the hospital's system.
- Collaborate with management teacher

Teaching assistant | Knowledge Inn School

Mar 2017 To Feb 2018

- Develop lesson plans that align with the curriculum.
- Prepare instructional materials and resources.
- Establish and maintain a positive and inclusive classroom environment.

Teaching assistant | Aleezay Academy

Jan 2016 To Dec 2016

- Develop lesson plans that align with the curriculum.
- Prepare instructional materials and resources.
- Establish and maintain a positive and inclusive classroom environment.
- Assign grades and maintain accurate records of student performance.

Education:

- MSc in Environmental Management - Glasgow Caledonian University
- BSc Hons in Botany
- FSc Pre-Medical
- Secondary School Certificate

