Fatima Aftab

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| **OBJECTIVE** |

A highly motivated person who is keen to find a position; reliable, trustworthy, versatile, meticulous, able to work on own initiative or as a part of a team under pressure to meet challenging deadlines/goals.

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| **WORK**  **EXPERIENCE** | 08/19 - 04/021  **Senior Customer Success and Sales Representative, Scalemill (Foursource)**  **Responsibilities:**   * Appointment Setting * Maintaining Call to Customer ratio * Taking Inbound Calls from different partners * Taking Inbound Calls from Head of Customer Success, VP of Sales and CFO of Foursource to discuss the goals and expectations of clients and designing a win-win solution * Connecting Implementation Team with the Client * Hosting Outbound meetings * Efficient and dedicated improvements or deletions in the product. * Provided bookings forecast inputs for all products * Supported market research activities, including metrics and requirements development and risk management * Conducting B2B Sales * Providing After Sales Service to the customers from Mainland China, Taiwan * Contacting and providing the premium members the best offer to renew the plan * Conducting Webinars to introduce digital tradeshows i.e. ISPO 2021, Texworld Paris and GASE * Conducting training of the new employees * Taking mock calls and providing constant feedback * Leading the Chinese speakers team * Coordinating with recruitment for hiring Chinese speakers * Doing quality assurance by listening to the team members calls and providing constructive feedback   08/17 – 12/18  **Homeroom Teacher, Foundation Public School**  **Responsibilities:**   * Chasing deadlines for different tasks given as a teacher and a group member. * Building rapport with students * Public Speaking skills by giving presentations on Environmental studies   04/2015 – 08/2017  **Homeroom Teacher, Beaconhouse School System**  **Responsibilities:**   * Developed excellent verbal and written communication skills as a teacher, interacting with young children and their parents * Time management skills are essential as a teacher, to develop and deliver teaching plans covering every subject, to a tight deadline. * Working as an effective team member by giving my opinions and inputs while planning certain lesson, major events etc. * Public Speaking by giving presentations * Negotiation by having excellent rapport with children. Through positive negotiation, they have been encouraged to achieve their potential   07/2014 – 09/2014  **Audit Trainee, Feroz Aziz & Company**  **Responsibilities:**   * Being an audit trainee I was required to verify fixed asset register values with its corroborated evidences and whether the asset actually does exist. * Verify bank statement values with cash book. * Verify purchase and sale invoices * Verified expenses and revenues values in Income Statement with its corroborated evidences * Prepared excel sheets |

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| **EDUCATION** |

* Diploma in Graphic Development and Web Designing- Arena Multimedia (Continue)
* Confucius Institute- Chinese language studies (Level 4 completed)
* ACCA-ACCA finalist (9 papers out of 14).
* Shaheed-e-Millat Govt. Degree College for Women- B.com
* A.P.W.A Govt. Degree College for Women- Intermediate
* Happy Home Secondary School- Matriculation

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| **LANGUAGES** | * Urdu * English * Chinese |

**PERSONAL INFORMATION**

* Husband’s name Asim Raza
* Date of Birth 1st December, 1993
* Religion Islam
* Marital Status Married
* Nationality Pakistani
* Birthplace Qatar

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REFERENCES

References will be furnished upon request