

ABEERA RAHEEL

OFFICE ASSISTANT



PROFILE

Detail-oriented office assistant with excellent organizational and communication skills, dedicated to efficiently managing administrative tasks and providing comprehensive support for seamless office operations. Demonstrated ability to handle multiple responsibilities with professionalism, proficiency in office productivity software, and experience in file management, scheduling, and data entry. Possesses strong interpersonal skills, prioritizing excellent customer service.

EDUCATION

Iqra University

Bachelors in business administration
2021 cont

Premier College

Intermediate
2018-2020

Jaroderwallas schooling system

Matriculation
2016-2018

EXTRA QUALIFICATIONS

- Graphic designing (Arena multimedia)
- Amazon drop shipping
- Montessori trained

PROFESSIONAL EXPERIENCE

The Headstart Schooling System

Office Assistant | 2023 - Recent

- Assisted in managing students and teacher data and school supplies.
- Managed calendars, scheduled meetings, and made respective arrangements .
- Handled phone calls, emails and iquiries from parents and students and directed them to the appropriate personnel.

The Next School Gulshan Campus

Office Intern | 2021-2023

- Ensured office is stocked and up to date with the necessary supplies.
- Answered phone calls, responded to queries and provided general office support.
- Maintain and organized files and records in a systematic manner.

Mariam Child Development Centre

Montessori Teacher | 2016-2021

- Made worksheets and planners using modern softwares.
- handled Montessori to KG preparations single handedly.
- Prepared group lessons for circle time with new strategies.
- Mainted class boards and supervised art and craft with innovative ideas.

Qcubix

Online Marketer | Feb 2022- June 2022

SKILLS

- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Teamwork
- Confidentiality
- Prioritization
- Office equipment operation



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