

KHUSHBAKHT MALIK

Contact

+973 66994882

Email

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Personal Summary

Ongoing Professional Accounting Qualification, with 2 years of experience in communication and operational roles. Good planning and marketing skills. Community activist, actively involved in campaigns social and virtual supporting sustainable development to achieve peace fulfillment, self-confidence and leadership fundamentals.

Education

ACCA Principles in Accounting
(2019)

HSSC I –II 2016 Jesus and Mary,
(Commerce)

SSC I –II 2014 Jesus and Mary,
(Science)

Skills

Technical/professional:

- Planning.
- Supervision.
- Coordinating with resources.
- Organizing
- Command on Microsoft

Experience

Admin Assistant AT HOUSE OF RESOURCES INTL

POC. Administrator Muhammad Saad Ilahi +973 33601825

10/2019 – Present, Weekly work duration (48 hrs.)

Key functions:

- Filing
- Data Entry
- Book keeping
- Requirements Gathering and documentation

English Teacher for KG2 AT EARLY LEARNING KINGDERGARTEN

POC, Coordinator: Fatiha +973 33304313

03/2017- 07/2018, Weekly work duration (35 hrs.)

Key functions:

- Prepare, administer grade tests,
- Oral presentations, and maintain classroom discipline
- Conducting PTA Meetings
- Observing and evaluating student's performance.
- Enhancing children written skills

Local Committee VP AT AIESEC IN BAHRAIN (NGO)

POC, President Local Committee Hussain Khalid +973 3977 7890

09/2019- present, Weekly work duration (35 hrs.)

Key functions:

- Working towards 17 SDS
- Maintaining quality and team standards
- Tracking every member and their persona and professional development
- Delegating tasks
- Ensuring KPIs are being followed
- Empowering members
- Conducting team meetings

- *Marketing*
- *Social Media*

Interpersonal:

- *Team building*
 - *Strong work ethics*
 - *Customer service*
 - *Self-motivated*
 - *Adaptive*
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Communication

Strong listening, oral and communication skills, comfortable in interacting with all levels of organization, can explain complex concepts to everyone's understanding.

Language:

- *Fluent in English Language, written, spoken and understanding*
- *Urdu/Hindi.*

Honors and achievements

(2020)

Served as a facilitator at Give back campaign by HSBC BH

(2020)

Volunteering for Sh. Hisham Bin Abdulrahman Al Khalifa, and Sh. Nasser Bin Hamad Al Khalifa, Together We Care, Ramadan Campaign

(2019)

Volunteered for Dream to Educate All, to teach basic English to unprivileged children

Delegated for DHL Summit

(2018)

Facilitated for NATCO for AIESEC in BH in collaboration with international