



CURRICULUM VITAE

FAIZA TABASSUM MAHMOOD AYAZ

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Nationality: Bahraini

OBJECTIVE: Desirous of placement in an organization where my Skills, abilities and knowledge are used and enhanced, under challenging working condition, there by providing each other with opportunities for mutual growth in an increasingly competitive post globalization environment. Open to any other positions along my background.

PROFESSIONAL EXPERIENCE

MOTHER CARE

Worked as sales staff in Mother care (Manama branch) for 6 months

Job Profile

- Worked as a frontline counter staff.
- Responsible for dealing with the customers
- Dealing effectively and professionally with a wide

range of people

FALCON TOWERS

- I joined sales team at falcon towers and did telemarketing.
Job Profile
- Receiving calls in the Call Center effectively and professionally.
- **ASGHARALI & SONS COMPANY**
Worked as a sales executive for 3 yrs.
Responsible for dealing with the customers.

EDUCATIONAL QUALIFICATION

Diploma in Hospitality Management

2008 – 2010: Successfully completed Diploma in Hospitality Management from Bahrain institute of Hospitality and Retail, Affiliated to AHLA (USA)

Done Travel Agency course from Saber Travel & Network.
Higher Secondary from Pakistan Urdu School Bahrain.

Skills

- Certified of participating in BIHR activities MAR 2009
- Certified of attended the service leadership workshop
(Ron Kaufman)

Training Courses

- MS Office (Word, PowerPoint, Excel, Access & Outlook).

STRENGTHS AND INTERESTS

- Confident to work out any task entrusted with full dedication.
- Fast learner with the ability to grasp new systems and Technologies.
- Excellent task oriented and results driven thinking. Sound Planning and organizational capabilities.
- Excellent communication, interpersonal and analytical skills with ability to work under pressure.
- Windows95/98/2000/xp, Microsoft Access,wordExcel,Powerpoint,Internet Explorer, Mozilla Firefox, Adobe.
- Expert in searching and collecting data over the internet.

ACHIVEMENTS /ACTIVITIES

- Actively involved in academic, extra-curricular, cultural & sports events and activities held at College Level.
- Music,Movies,cricket,basket ball,football,Internet surfing.

PERSONAL DETAILS

- Nationality :Bahraini
- Date of Birth :28 Aug 1988
- Marital Status :married
- CPR :880813547
- Driving License :Bahraini Driving License

LANGUAGES

Reading, Writing and speaking fluent English, Urdu, Punjabi and Arabic (spoken).

