**AQSA TAHIR**

**+973-34136682**

**E-mail:** **asmaa.t.mahmood1997@gmail.com**

**CAREER OBJECTIVE:**

To work in a dynamic and challenging ambiance for the growth of organization and to improve personal knowledge and skills. To apply as one of the devoted and professional candidate in your esteemed organization. Having dynamic personally to meet the modern challenges.

**SCHOLASTIC**

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| **QUALIFICATION**  | **YEAR** | **INSTITUTION** |
| B.S in COMPUTER SCIENCE  | (2019 – Present) | VIRTUAL UNIVERSITY OF PAKISTAN |
| I.COM (HSSC) | (2016 – 2018) | PAKISTAN URDU SCHOOL, BAHRAIN |
| MATRIC (SSC) | (2014 – 2016) | PAKISTAN URDU SCHOOL, BAHRAIN |

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| **WORK EXPERIENCE** |

* **Al Rayyan Kindergarten, Bahrain (25.09.2018-25.11.2019):**

Worked for 2 months as an English and Mathematics assistant teacher.

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| **ACHIEVEMENT** |

* Achieved 3 extracurricular certification from Pakistan Urdu School, Bahrain.

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| **COMPUTER SKILLS** |

* Proficient with Microsoft office, Internet, and Excel.

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| **KEY SKILLS** |

* Self-motivated, hardworking and willing to take on a variety of tasks.
* Advanced manual handling and health and safety skills.
* Willing to undergo training and learn new skills.

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| **AREAS OF EXPERTISE/ SKILL** |

* Good in communication with Students and Parents.
* Interested in Art work and sports

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| **LINGUISTIC ABILITY** |

* English
* Arabic (not fluent)
* Urdu
* Hindi

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| **PERSONAL SKILLS AND INTEREST** |

* **Accountancy:** Ability to operate computerized accounting, spreadsheet and word processing, Analytical and problem solving and decision making skill.
* **Communications:** English language expertise, effective verbal and listening communication skills with time management and stress management skills, conflict management, coaching and counseling- good communication.
* **Team building:** Willingness and ability to progress, study, learn research and develop.

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| **PERSONAL DETAILS** |

**NAME :** AQSA TAHIR

**DATE OF BIRTH :** 06/04/2001

**SEX :** Female

**NATIONALITY :** Bahraini

**RELIGION :** Muslim

**MARITAL STATUS :** Single

**CONTACT NUMBER :** 34136682

**E-MAIL ADDRESS :** asmaa.t.mahmood1997@gmail.com