

CURRICULUM VITAE

SAFYAH SADIQ AKHTAR

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Email : safiyal4567@gmail.com

Nationality : INDIAN

OBJECTIVES:

Looking for a challenging any position with a strong will to takeover Tasks, which gives the opportunity to work with the team of talents in the industry.

PERSONAL INFORMATION:

Full name	:	SAFYAH SADIQ AKHTAR
Nationality	:	Indian
Gender	:	Female
Date of Birth	:	10/04/2001
Marital Status	:	single
Religion	:	Muslim
Passport no	:	N7257080
Expired date	:	16/04/2026
Visa type	:	Residency Permit
QID No	:	30135600266

LANGUAGES

English, Arabic, Hindi and Urdu.

EDUCATIONAL QUALIFICATION:

- ❖ Diploma in office administration.
- ❖ Higher Secondary.
- ❖ Diploma in student psychology and counselling
- ❖ Diploma in HR

WORK EXPERIENCE:

- ❖ Worked as a student councillor in Qatar foundation
- ❖ Worked as Administrative Consultant in ADM for 6 months in Doha, Qatar
- ❖ Worked as Administrative in Olive International School
- ❖ Worked as Customer Service in Vistas Global for 6 months in Doha, Qatar
- ❖ Worked as Receptionist in Pearl International School

STRENGTH / QUALITY AREAS:

- Good communication skills.
- Ability to inspire the people and able to tackle the situations.
- Hard working & sincere.
- Ability to work under pressure & in any environment.
- Positive approach.

DECLARATIONS & REFERENCES:

I hereby declare that the details furnished above are true to the best of my knowledge and belief and also assure that I would do my best if given an opportunity in your esteemed organization.

SAFYAH SADIQ AKHTAR