

SIMRA MERCHANT

ABOUT ME

My name is Simra Merchant, I am currently doing my bachelors degree at Curtin. I am pursuing psychology as my major. I have volunteered in school and. worked outside school as well I have done restaurant management, book week volunteering, stage projection organization and sales, been part of helping out in Heroes of Hope, and also volunteered for mental health awareness day, I have volunteered for business cup challenge a school event. I am a very energetic, lively, and engaging person i love to volunteer and help out with events, especially weddings, concerts, and other entertainment events. I am a very hardworking, goal-oriented professional with good leadership, organizational decision-making, and quick to learn attitude. I have demonstrated excellent people skill in addition to strong communication and analyzing complex processes and develop innovative solutions to challenges

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EXPERTISE

- Microsoft office (Excel, word, and powerpoint)
- Attending calls and emails
- Event Organization
- Excellent communication skills verbal and written
- Excellent time management and organizational skill
- Able to meet tight deadlines and work as a team

LANGUAGE

English

Arabic

Urdu

subjects i have done

- project management
- introduction to marketing
- introduction to psychology
- Discovering marketing
- IT/computing
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WORK EXPERIENCE

Circle cafe

Restaurant management

i was a waitress at circle cafe restaurant i did a part-time job twice a week on the weekends and I gained a lot of experience from there like customer care and hospitality and how to manage a restaurant gained a variety of experiences .

Events by Saniya

wedding helper / volunteer

worked for events by Saniya and helped organize an Indian wedding. it was a three-day event in RAK and it was an Indian wedding I volunteered in helping out the guests that were at the events and ensure that everything is done right I did a bit of bride shadowing as well .

School/university volunteering

general volunteer

In school and university, I have helped out with stage projection for a production that happened at my school. i was part of heroes of hope at university and helped out kids who came from eduscan as well as I was also part of mental health day awareness day at my university where we had to create a mental health awareness van. as well as volunteered for Buisness cup challenge . volunteered for pinktober stall at my university.