

FATHIMA SHAHARA

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OBJECTIVE

Talented personnel professional delivering reliable, efficient support to busy human resources teams. Highly motivated multitasker with excellent organizational abilities. Maintains accurate, up-to-date staff records for enhanced performance monitoring. Dependable personnel professional skilled in supporting human resources teams. Plans methodically to achieve duties to deadline. Detailed and focused on reliable results across administrative tasks.

EXPERIENCE

TRIVAYU

BUSINESS DEVELOPMENT INTERN - JUNE 2021 -SEPT 2021

- Actively supported sales team members by initiating new client relationships and following up on new business leads.
- Proactively identified potential sales opportunities and key prospects within assigned territories through social medias.
- Manage clients' portfolios and fetch necessary data.
- Connect clients through different platforms such as LinkedIn, Yellow pages and social media.
- Provide a Customer Relationship Management to administer its interactions with customers

HERIOT WATT UNIVERSITY

CAREER GUIDANCE COUNSELLOR INTERN - Sept 2019 – Dec 2021

- Offered engaging employability skills training, improving service user confidence and competence.
- Managed initial appointments and customer assessments to best support progress on Current career schemes for students.
- Mentored and motivated students facing barriers to training and employment through bespoke guidance programmes.
- Delivered effective group and one-to-one information, advice and guidance sessions to aid employment attainment.
- Supported individuals in achieving and sustaining new employment through university portal.
- Provided tailored careers advice and pastoral care based on thorough student consultation and assessment.
- Helped organise career fairs for students by contacting firms to take part and provide a essential opportunity for students

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION • NOV 2022 • HERIOT-WATT UNIVERSITY DUBAI
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YEAR 1

2019-2020

- Business skills – our team had to plan and organize effectively how you will address the challenges in a group project. and critical understanding of the main facets of teamwork.
- Enterprise and its business environment -we were put into the shoes of Entrepreneurs - where we produced a business idea and produced a 15-minute presentation on it.

YEAR 2

2020-2021

- Operations Management -Operation Mega Lab: Covid-19 Test Facility
- Marketing Perspective- We were chosen as a consultancy to offer a creative marketing proposal designed to engage a particular market segment of the client.
- Organizational behavior - With reference to academic literature and real-life company examples, discussing how organizations manage employees' stress at work.

YEAR 3

2021-2022

- Business venture, Project Management, Business Research Methods, Resourcing and talent Management, Business Analysis and consultancy, Strategic Management, Innovation Management, Logistics And supply chain.

- FOUNDATION • JAN 2019 • MODUL UNIVERSITY
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- Business Mathematics, Principles of Economics, Introduction to Business Administration, English language, Arabic language, social studies, science, mathematics – Total (%) average – 82.33

AWARDS AND ACKNOWLEDGEMENTS

- Career Ambassador at Careers in Heriot Watt University, Dubai
- Completed internship training at Modul University in 2018 April
- Done volunteering in high school for event managing in 2016.
- Achieved first place for English literacy in 2014 for reading, writing, and speaking.
- Took part in the Reading club in High School for newspaper reading and achieved certificate in 2017
- Languages Spoken - English, Hindi, and Tamil