



Hajira Fathima

Nationality: Indian **Date of birth:** 29/04/1996 **Gender:** Female

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📍 **Home:** Rua Dona Estefânia 85 Tires, 2785-603 São Domingos De Rana (Portugal)

WORK EXPERIENCE

Administrator

Equações Activas [01/03/2018 – 07/10/2020]

City: Lisbon

Country: Portugal

- Prepare, organise and store information in paper and digital form.
- Plan, organise, and administer the activities of the department, office, or division efficiently.
- Keep the supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his advice and counsel.
- Promote an integrated effort in the administration of the office by cooperating with other administrators and staff and coordinating my activities with theirs when such action is indicated.

Administrative Assistant

Expression Interiors [01/04/2015 – 31/10/2015]

City: Dubai

Country: United Arab Emirates

- Coordinate and schedule meetings and conferences.
- Coordinate operations, including purchasing, equipment, property inventory, building, equipment, and disposal.
- Maintain complete stock of all office supplies and accuracy of inventory.
- Connect with building vendors to carry out fixes and improvements.
- Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties.

EDUCATION AND TRAINING

Graduated Theoretical Examinations PART-FCL for ATPL(A)

SevenAir Academy [2020 – 2021]

Address: Hangar 2, Aerodromo Municipal de Cascais, 2785-632 São Domingos De Rana (Portugal)

Commercial Pilot License (Frozen ATPL) EASA

SevenAir Academy [2017 – Current]

Address: Hangar 2, Aerodromo Municipal de Cascais, 2785-632 São Domingos De Rana (Portugal)

Bachelors in Business Administration

Kalinga University [2016 – 2019]

Address: 5R9C+38Q, Village Kotni Atal Nagar Nava Raipur, 492101 Chhattisgarh (India)

Graduated Higher Secondary State Board Examinations

SBSE & BHSE Campus [2013 – 2014]

Address: 369X+4X4, DPI, College Rd Channai, 600006 Tamil Nadu (India)

Graduated IGCSE High School Examinations

Arab Unity School [2012 – 2013]

Address: 5 3a St - Al Mizhar 1 Dubai , Dubai (United Arab Emirates)

LANGUAGE SKILLS

Mother tongue(s): **Hindi** | **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1