

Enthusiastic, Patient and aspiring for a position in the academic field with strong organization skills and ability to work well with the students. Capable of working efficiently & responsibly with colleagues. Flexible to work in the administrative field as well.

SKILLS

Communication Skills



Teamwork Skills



Ability to work independently



Time Management



Writing Skills



Microsoft Office



ACHIEVEMENTS

- Been on Effat University's Dean List for Academic Excellence for the years 2017, 2018, 2019, 2020.
- Nominated for the Queen Effat Citizenship award in 2019 for leadership skills and Academic Excellence.

CONTACT INFO

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 Bangalore, Karnataka.

AALIYA KHAN

➤ EDUCATION

EFFAT UNIVERSITY, KSA

Bachelors of Architecture

2021

MOUNT CARMEL COLLEGE, INDIA

12th Grade

2015

BALDWIN GIRLS HIGH SCHOOL, INDIA

10th Grade

2013

➤ EXPERIENCE

TEACHING ASSISTANT

2024 (Volunteer)

Worked at at British International School, as a volunteer and teaching aid both in the academic and admin field.

DATA ENTRY ASSISTANT

2020 - 2023 (Part-Time)

Worked for a School-Books distributor to enter and sort out their books and pricing.

ACCOUNTANT

2021

Worked at Dar al Hekma University library(KSA) to sell books, manage transactions with students.

STUDENT VOLUNTEER

2012, 2019, 2020

Volunteered to teach kindergarten kids at Effat University.

PRIVATE TUTOR

2011 - 2012

Volunteered to Work at a Private Tutoring establishment to help 7th & 8th graders with Math & Science.