

FAZIA SAMEER

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Seeking to be an effective part of management in your esteemed organization.

PROFESSIONAL EXPERIENCE

Urdu ASR Project:

Working on Urdu transcription project with Lionbridge April 2021 – July 2021

Internet Rater:

I am working as an Internet Rater for **Lion-bridge Technologies USA**. It is an online job that requires very good English with quality standards.

Start Date: June 2017- present

Freelance Academic Writer:

I work as a Freelance Academic Writer for a private company. I can write on subjects like Psychology, Sociology, History, English, Environment, Communication and Agriculture. I have the experience of writing on these subjects for school, college, under-graduate and graduate levels.

Start Date: April 2017- present.

Virtual Assistant:

I worked as a full time home based administrative virtual assistant at **Efficise, Karachi**. My role includes Web researching, email handling, data mining, data entry and making appointments on behalf of the clients.

Start Date: 19th March 2018 – June 2018.

Guest Experience Manager:

Worked for **Sojourn LLC in USA**. It has properties in Las Vegas, Santa Monica, Los Angeles and Phoenix. My job was to listen to the complaints of the guests staying in these properties and rectify those problems by assigning them to the relevant staff.

September 2018

PROFESSIONAL DEVELOPMENT

Skills: MS Office High level
MS Excel Sheets high level.
Google docs, Google sheets high level.

EDUCATION

Degree	Institute	Grades/CGPA
Graduation	Virtual University, Pakistan.	3.98 CGPA
Intermediate	Government College, Faisalabad.	A grade
Matriculation	Sacred Heart School, Faisalabad.	A grade

Date of Birth: 20 Dec 1972

Language: Good command over spoken and written English.

Marital Status: Married

Husband Name: Sameer Nisar Khan

Children: Four