

# HAFSA YASMEEN

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I am a highly motivated and skilled professional seeking opportunities to contribute my passion, strong values, and eagerness to take on new challenges in a dynamic work environment. I possess diverse abilities and excel at rapidly acquiring new skills. With fluency in English, solid organizational and analytical prowess, creative thinking, and a friendly disposition, I bring a wealth of qualities to any team or project. My commitment to academic excellence, swift learning capabilities, and unwavering drive set high standards for my performance and dedication.



## Skills

Passionate approach to work

Value-driven mindset

Adaptability to new challenges

Fluent in English (written and spoken)

Strong organizational and analytical abilities

Creative problem-solving skills

Excellent interpersonal and communication skills

Quick learner with a proven track record of acquiring new skills

Dedicated and driven work ethic



## Work History

2021-03 -

2021-12

### Quality Auditor

Amazon.com, Hyderabad, Telangana

- Developing and implementing quality control audit plans
- Training employees on quality standards and procedures
- Documenting defects and recommendations for improvement
- Preparing and presenting quality audit reports to senior management
- Keeping abreast of industry standards and regulations
- Completed timely quality reports highlighting deficiencies and recommending corrective actions.

2019-06 -  
2021-03

## **TRON Associate**

Amazon.com, Hyderabad, Telangana

- Systematically escalate problems or variances in the information to the relevant owners, teams and managers according to the defined processes and standard
- Understand performance metrics and process requirements to drive business results in a live environment
- Analyze and detect exceptions
- Meet predetermined and assigned productivity targets and quality standards within expected deadlines
- Contribute to process changes to minimize handling time, increase work efficiency and improve the software tool that he/she shall be using

2017-11 -  
2018-09

## **Office Administrator**

SM Techno MEP Training Services, Hyderabad, Telangana

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Coordinated communications, financial processing, registration, recordkeeping, and other administrative functions.
- Interacted with customers by phone, email, or in-person to provide information.
- Maintained electronic and paper filing systems for easy retrieval of information.
- Edited documents to improve accuracy of language, flow, and readability.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.

2016-10 -  
2017-04

## **Teacher**

Jeddah Ahdab International School (JAIS), Jeddah, Makkah Province

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Graded and evaluated student assignments, papers, and course work.
- Incorporated multiple types of teaching strategies into classroom.
- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.

2015-10 -  
2016-05

## **Logistics Assistant**

Medical Business Centre Co., Jeddah, Makkah Province

- Integrated logistics systems into company processes to improve operations and manage work orders and price changes.
- Generated, distributed and filed copies of all billing paperwork.
- Received and processed customer payments.
- Worked with vendors to schedule daily pickups and weekly deliveries.
- Documented received materials into system.
- Oversaw daily inventory counts to maintain data accuracy.
- Prepared reports tracking information such as purchase orders, inventory numbers and invoicing activities.
- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Generated documentation and information required for customer shipments.



## **Education**

2022-01 -  
2023-10

### **Master of Science: Computers Information Systems**

California Miramar University - San Diego, CA, USA

2017-07 -  
2019-10

### **BBA: Business Administration**

St. Joseph's Degree & PG College - Hyderabad, Telangana, IN

2012-03 -  
2014-04

### **Senior Secondary School: Humanities**

International Indian School Jeddah (IISJ) - Jeddah, KSA

2011-03 -  
2012-04

### **Secondary School**

International Indian School Jeddah (IISJ) - Jeddah, KSA

2010-06 -  
2011-04

### **Secondary School**

Madina Public School (MPS) - Hyderabad, Telangana, IN

2003-04 -  
2010-03

### **Primary School**

Al Hayat International School - Jeddah, KSA



## **Languages**

English

Hindi

Urdu

Arabic



## **Certifications**

Retail Marketing Certificate Course at Bharti Airtel

Neuro Linguistic Programming (NLP) at SM Techno

Entuze Employability Enhancement Programme Course at St. Joseph's