

# MUBEEN FATIMA

RAWALPINDI ; +923120965517; [mubeen.fatima4@gmail.com](mailto:mubeen.fatima4@gmail.com)

## Professional Summary

Detail-oriented and highly organized Virtual Assistant supporting executives and entrepreneurs by managing administrative tasks, scheduling, communication, and project coordination. Proven ability to work independently and efficiently in remote environment, utilizing strong technical skills and excellent interpersonal communication to improve workflow and client satisfaction.

## Core Competencies

- Administrative Support & Scheduling
- Data Entry & Database Management
- Document Preparation & Reporting
- Time Management & Multitasking
- Cloud Platforms (Google Workspace, Microsoft 365)
- Basic Graphic Design & Content Creation (Canva, Adobe Spark)

## Professional Experience

### Assistant Relationship Manager

SILK BANK (2022)

### Virtual Assistant

TIKTOK SHOP— Remote

MAY 2024 – Present

- Manage day-to-day administrative tasks including scheduling meetings, managing emails, and coordinating communications between internal teams and external vendors.
- Monitor and update product listings, ensuring accuracy of descriptions, pricing, and inventory status.

- Coordinate promotional campaigns and social media content schedules to maximize seller engagement and sales performance.
- Manage and execute the process of sending invites to potential sellers and partners, ensuring timely and accurate outreach.
- Collaborate with marketing and sales teams to align invite campaigns with broader promotional strategies.
- Maintain and update CRM databases to ensure up-to-date client and order information.
- Utilize TikTok's internal tools and platforms to streamline order processing and communication workflows.
- Handle email inboxes, prioritize messages, and draft professional correspondence.

## **Education**

### **BS STATISTICS**

**International Islamic University, Islamabad (2021)**

## **Technical Skills**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Communication Platforms (Slack, Zoom, Microsoft Teams)
- Basic graphic design (Canva, Adobe Spark)

## **Languages**

- English (Fluent)
- Urdu (Native)