



# FATIMA ZEHRA

Administrative Assistant/  
Freelance Digital Artist

📞 (925) 428 - 4444

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📍 Round Rock, TX

🌐 www.wheriszara.com

## SKILLS

-Adobe Creative Suite: Photoshop, Illustrator, Indesign, Lighgtroom

-Fluent in English, Arabi and Urdu

-Proficient in Microsoft Office

-Attention to detail

-Time Management

-Excellent organization skills

## ABOUT

Dedicated and detail-oriented professional seeking a challenging role as an Administrative Assistant, leveraging exceptional organizational and multitasking abilities. Additionally, looking to expand opportunities as a Freelance Digital Artist to showcase creative skills and contribute to various projects.

## PROFESSIONAL EXPERIENCE

### Hashtag LLC

Administrative Assistant/  
Sales Representative

2020-PRESENT

- \*Persuasive communication, objection handling, and successful negotiation to close deals.
- \*Building and maintaining long-lasting relationships, ensuring customer satisfaction and loyalty.
- \*Adapting to evolving market conditions, industry trends, and customer preferences.
- \*Achieving ambitious sales targets, contributing to overall company growth.
- \*In person communication with clients to maintain client relations and handle complaints.

### Gathering All Muslim Artists

Administrative Assistant/ Creative Director

2017 - 2023

- \*Efficiently manage administrative tasks, including keeping track of artists information, mail coordination, and organization during and after events.
- \*Implement and maintain organized filing systems, ensuring easy retrieval of critical documents.

### Zawaya Inc.

Executive Administrative Assistant

2019- 2020

- \*Efficiently manage administrative tasks, including calendar management, and meeting coordination.
- \*Implement and maintain organized filing systems, ensuring easy retrieval of critical documents.
- \*Act as a liaison between departments, streamlining communication and facilitating smooth workflow.
- \*Prepare and proofread documents, reports, and presentations, ensuring accuracy and professionalism.
- \*Handle incoming calls, emails, and inquiries, providing timely and appropriate responses.

### Freelance Digital Artist

Self-Employed

2017- PRESENT

- \*Create visually stunning digital artworks for clients, meeting their specific requirements and preferences.
- \*Utilize a diverse range of digital tools and software to produce high-quality illustrations and designs.
- \*Collaborate with clients to understand their vision, incorporating feedback to deliver exceptional final products.
- \*Manage project timelines, ensuring timely delivery of completed artworks to meet client expectations.

**-Good written and verbal communication**

**-Proficient in email platforms**

**-Adapts and learns quickly on the job**

**-Budget Management**

**-Calendar Management**

## **EDUCATION**

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### **Laney Community College (2018 - 2020)**

Indesign, Photoshop, Illustrator and Photography classes

### **Las Positas Community College (2017 - 2018)**

Psychology and Art classes

### **Indus Valley School of Art and Architecture (2015)**

Calligraphy course

### **Sri Lanka International School (2013)**

Highschool Degree

## **PORTFOLIO**

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**Logos:** <https://tdy.lol/VMezd>

**Flyers:** <https://tdy.lol/xgcIZ>

**Digital Art:** <https://tdy.lol/hbCzc>