**Personal Information**

Name: Saima

E-mail: [saima.150070@2freemail.com](mailto:saimaakhtar12@hotmail.com)

Nationality: Pakistani

Date of Birth: 12.01.1990

Status: Single

Visa Status: Visit

**OBJECTIVE:**

To work outstandingly to achieve the desired goals, long term/short term strategies, to increase the quality of work and economic growth of the organization.

* **Practical Experience**

**Organization: Government Postgraduate Islamia College for Women, Cooper Road**

**Lahore, Pakistan.**

**Area of work: Lectureship**

**Title: College Teaching Intern (Gender Studies)**

**Duration: October 2015 (continue)**

***My Accomplishments:***

* Lectures to the students of B.S (Four Year Degree Program)
* Handle different office affairs (**documentation & file keeping** etc)
* Duties as **assistant** to controller of examination
* **Supervisor** in multiple **administrative work** of examination office
* **Organizing meetings**, seminars, awareness sessions, and events in collaboration with various organizations
* Organize different co-curricular activities
* Counseling sessions regarding education and career

**Organization: Tipple I International Outbound Call Center (USA)**

**Area of work: Marketing**

**Title: Telesales and Marketing Officer**

**Duration: April 2015 to Feb 2017**

***My Accomplishments:***

* **Calls to customers** to buy or retain product or service
* **Maintained operations** by following policies and procedures
* **Maintained quality** service by following organization standards
* Responded to the needs of customers
* Achieved 70% targets and increased revenue

**Organization: Lahore Literati Montessori & High School**

**Lahore, Pakistan.**

**Area of work: Administration**

**Title: Office In charge**

**Duration: March 2015 to Oct 2015**

***My Accomplishments:***

* **Supervised** **administrative** staff (Reception & Computer section)
* **Supervised** **marketing** section in the making of school promotion Advertisement, Banner, Pamphlets and Brochure
* **Supervised library** section
* Handled student related issues in different branches
* Meeting with parents
* Assisted school principle in the preparation of English & Social Sciences course books
* Handled admissions for Junior & High school
* Counseling of students
* Organized extra-curricular activities

**Organization: Lucky Star Enterprises Company**

**Lahore, Pakistan.**

**Area of work: Administration**

**Title: Recruitment Officer**

**Duration: Dec 2013 To Dec 2014.**

***My Accomplishments:***

* Identify suitable candidates
* **Arrangement** of meetings
* Mailing and record keeping
* **Recruitment** of preferred employees
* Leaves and Attendance Management
* follow up with applicants till they join the Company
* To **assist** with the **administrative work** to ensure the smooth running of the organization
* **Internership Programs:-**

**Organization: Lahore College for Women University.**

**Lahore, Pakistan.**

**Area of work: Administration**

**Title: Internee**

***My Accomplishments:***

* Handled day to day affairs in office (**record & file keeping, attending phone calls** etc.)
* Maintained **discipline** in the University
* Handled student related issue’s
* Organized different co-curricular activities

**Organization: Fatima Memorial Hospital.**

**Lahore, Pakistan.**

**Area of work: Internship Program**

**Title: Internee**

***My Accomplishments:***

* Received Good Intern Certificate for performing multiple tasks and increasing awareness in the public about the benefits of health and services offered by the hospital
* Interviews of Senior Doctors
* Case study of patients
* Teaching at Nur Foundation Schools located at different villages
* **Arrangement** of extracurricular activities
* Therapy and in-detail meetings with students regarding educational activities

**Organization: Development Dimension Society.**

**Lahore, Pakistan.**

**Area of work: Internship Program**

**Title: Internee**

***My Accomplishments:***

* Provided **coordination** services for drama society
* Delivered presentations and communication instructions to students
* Registration and Refreshment arrangements
* Career and educational counseling sessions
* **Education**
* Diploma in Human Resourse Management (2016) Continue

online ALISON LEARNING

(Continue)

* **MS/MPhil (Social sciences) (Regular) CGPA. 3.43/4.00 Division: 1st**

Lahore Collage for Woman University.

* **B.S (Social sciences) (Regular) CGPA. 3.56/4.00 Division: 1st**
* Lahore Collage for Woman University.
* **Intermediate (F.A.) (Regular) 59% Division: 2nd**

Lahore Collage for Woman University.

* **Matriculation (B.I.S.E) Lahore (Regular) 75% Division: 1st** Lahore Public Girls High School
* **Key Skills:**

•Answering telephone calls, delivering messages accurately  
•Responding and answering queries in the correct manner   
•Face to face dealing with public   
•Ability to work and manage tasks independently on own initiative   
•Ability to assimilate, coordinate and work as team member  
•Plan prioritize and schedule work  
•Working under pressure  
• Good at planning & delivering high levels of Customer Service  
•Handling work load in a professional manner  
•Planning and managing events

•Good Interpersonal Skills. Able to Emphasize and Communicate with both Inside & Outside the Organization  
•Tackling difficult tasks

**Computer Skills: Level Last Use**

* English Typing Good Currently Working
* SPSS (Statistics Software) Good Currently Working
* Microsoft Office Good Currently Working
* **Language Skills**
* English Fluent
* Urdu Fluent
* Punjabi Fluent