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| **CURRICULUM VITAE** |
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| **NAME : Sana** **DOB : 07/11/1992****Nationality : Pakistani** **Religion : Islam** **Marital Status : Single****Contacts:****Email:** **Sana.335443@2freemail.com** |  |
| **VISA:** Issue Date: Dec 10, 2017 Last Date: April 6, 2017 |
| **CAREER OBJECTIVE** |
| Seeking for IT office job & Sales/Customer Services. |
| **CAREER PROFILE** |
| I am a hardworking, enthusiastic and motivated individual who has a proven record of being a trustworthy and flexible worker. I have excellent communication skills and have experience in public relation, dealing with any kind of face to face customer services. I am capable of prioritizing my own work load and experienced in dealing with customer enquiries and requests. |
| **HIGHLIGHTS OF QUALIFICATION AND COURSEWORK’S** |
| * **Master Degree:** M.S.C Zoology (Master of Science in Zoology) Passed in 2016From University of Sargodha.
* **Bachelor Degree: B.Sc.** (Bachelor of Science) Major Subject, Zoology, Botany, Chemistry. Passed in 2014 from University of Sargodha**.**
 | * **F.Sc.** Passed in 2012 From Board of Intermediate & Secondary Education Sargodha.
* **Matric. (Matriculation).** Passed in 2009 From Board of Intermediate & Secondary Education Sargodha.
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|  **COMPUTER SKILLS** |
| * Microsoft Excel
* Microsoft Word
* Microsoft PowerPoint
* Internet searching
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| **PROFESSIONAL EXPERIENCE** |
| * **Bucha Kala Hospital ,Sargodha, Pakistan**

 Worked as a Receptionist for one year Job Responsibilities:1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
2. Directs visitors by maintaining employee and department directories; giving instructions
3. Deal with queries from the public and customers.
4. Ensure knowledge of staff movements in and out of organization.
* **Punjab Genral Store, Sargodha, Pakistan**

 Worked as indoor sales lady for one year Job Responsibilities:1. Sales cosmetics
2. Customer service
3. Data Feeding
4. Collecting and reporting post sales customer information and issues.
5. Assisting Sales Managers on an as needed basis.
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| **Core Competencies** |
| * Internet Search. Management and Leadership Activities/Techniques.
* Relationship Building
* Excellent presentation skills
* Negotiation, communication, customer service, follow up
* Coaching Activities.
* Volunteer Work/Community Involvement
* **Social Activities**
* **Drama, music & the performing arts**
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| **COMMUNICATION & INTERPERSONAL SKILLS** |
| * Hardworking, trustable, reliable and self-disciplined person.
* Excellent writing and oral communication skills.
* Flexible and Versatile.
* Ability to communicate clearly and present complex matters in a clear and precise manner.
* Ability to identify, analyse and synthesize information.
* Excellent capabilities of working and adapting to turbulent and challenging environment.
* Highly self-monitored, achievement-oriented, enthusiastic and energetic.
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