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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**](mailto: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. | |
| **COMPUTER SKILLS** | | |
| * Microsoft Excel * Microsoft Word * Microsoft PowerPoint * Internet searching | | |
| **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. | | |
| **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** | | |
| **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. | | |