Mahvish

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*To,*

***The Recruitment Manager***

*Dear Sir/Madam,*

*It is my privilege and pleasure to introduce myself as a job incumbent to your esteemed organization. I am a graduate from* ***University of the Punjab, Lahore Pakistan****, and hold* ***Bachelor of Science*** *degree.*

*I am a diligent and a devoted person, who strives for excellence. I possess a good communication and PR skill that is evident from my 2 years’ experience as a* ***telesales representative*** *in* ***Noman Enterprises, Pakistan****.*

*I hereby enclose my curriculum vitae for your perusal and favorable consideration in your renowned company.*

***Curriculum Vitae***

***Objective***

*To pursue a career in a growing and reputed organization, this will fully utilize my expertise and simultaneously nurture my career.*

***Feb 2014 Till March 2016 -*** *Worked as a* ***telesales representative*** *for*

***NOMAN Enterprises, Pakistan***

***As a telesales representative my duties were:***

* *Communicating with customers by telephone..*
* *Finding ways to measure customer satisfaction and improves services.*
* *Solve customers’ inquires according to the company guidelines and polices.*
* *Help to develop and implement a customer service policy for an entire*
* *Organization.*
* Demonstrating products and their benefits.
* Exploring new ways of selling.
* Negotiating packages of selling products.
* Aiming to achieve monthly or annual targets.

***Academic Educational Qualification***

***2015           Bachelor of Education***

*Punjab University, Lahore Pakistan.*

***2008            Intermediate, F.Sc.***

*Board of Education, Gujranwala Pakistan.*

***2005            Matriculation***

*Board of Education, Gujranwala Pakistan.*

***Professional Qualification***

***2009-2011*** *General Nursing Diploma*

*Gujranwala Punjab Pakistan.*

**2014** Undergone ***ILETS*** *training.*

***Computer Skills***

***- MS OFFICE:****MS WORD*

*MS EXCEL*

*MS POWER POINT*

***Interests***

* *Like to travel and explore new lands.*
* *Like to reading books & Novels.*