**CURRICULUM VITAE**

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**Sana**

[**Sana.347071@2freemail.com**](mailto:Sana.347071@2freemail.com)

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**PERSONAL PROFILE**

* Nationality : Pakistani
* Marital Status : Single
* Visa status : Father’s sponsorship
* Date of Birth : 31 May, 1994
* Driving License : Yes
* Languages known : English, Urdu and Hindi

**CAREER OBJECTIVE**

To work in a progressive organization where I can fully develop my creative abilities and make a positive contribution towards the growth of the organization leading to personal career advancement. I am an astute learner and a sociable person who can work enthusiastically in a team to achieve goals of the organization with devotion and hard work.

**EDUCATION**

* **University of Bolton, RAK U.A.E**

**Aug 2016 Bsc. (First Class Hons) Business Management**

* **Emirates College of Management and Technology, Dubai U.A.E**

**July 2015 Higher National Diploma in Business Studies (HND)**

* **Al Sadiq Islamic English School, Dubai U.A.E**

**2010 O-Level**

**SKILLS**

* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* Proven relationship-builder with unsurpassed interpersonal skills.
* Innovative problem-solver who can generate workable solutions and resolve complaints.
* Resourceful team player who excels at building trusting relationships with customers and colleagues.
* Computer-literate performer with extensive software proficiency covering wide variety of applications.
* Effective at time management and prioritizing tasks to achieve deadlines.

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**CAREER HISTORY: DETAIL**

# Aug 2016 Hilti- Sharjah

# To Oct 2016 Market Sense Intern

* + Conducting telephonic surveys with departmental heads of various clients
  + On an average making up to 70 calls per day
  + Researching data through the internet and network
  + Compiling a database of specific information per the target company
  + Preparing daily and weekly reports as per the customer platform
  + Reporting to Hilti Center Manager

# April 2016 HP- Hewlett Packard

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# Oct 2015 HP- Hewlett Packard

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# Oct 2014 HP- Hewlett Packard

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# April 2014 Lenovo

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# Oct 2013 HP- Hewlett Packard

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# April 2013 Touchmate

# GITEX

* Exhibiting different laptops and their features to customers. Providing customers support and after sales information.

# Jan 2013 Godrej

# To Feb 2013

* Worked as a promoter for all Godrej FMCG products.

# Sep 2012 Emax

# GITEX

* Exhibiting different cameras and their features to customers. Providing customers support and after sales information.

# Aug 2012 Boston Market Research and Consulting

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* Worked as a call center agent.