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| C:\Users\sadya\Desktop\IMG_20170408_143331.jpg  ***Sadia***  [***Sadia.362471@2freemail.com***](mailto:Sadia.362471@2freemail.com)  ***Education***  ***University of Punjab - Pakistan***  *Gender Studies (Masters)*  ***Queen Mary College - Pakistan***  *Bachelor of Arts (Psychology, Social Work))*  ***Personality***   * *Communicative* * *Punctuality* * *Creativity* * *Multi Tasking* * *Organized and proactive*   ***Languages***   * *English* * *Urdu* * *Hindi*   ***Skills***   * *Good communication-written and oral* * *Decision making and problem solving skills* * *Leadership skills* * *Microsoft office skills* * *Highly motivated* * *Professionalism*   ***Achievements***   * *Produced several News Packages, went on-aired on TV as a freelancer.* * *Wrote articles on women related issues, published in different news papers.* * *Completed one month SCB training.* * *Appreciation letter received from bank on achieving sales target.*   ***Interests***   * *Socializing* * *Tourism* * *Photography* * *Pet* | ***Objective*** *To continue my career with an organization that will utilize my Management, Administrative and Communication skills to benefit mutual growth and success.*  *Currently looking for a managerial position that offers variety and the opportunity to develop both personally and professionally.* ***Experiences*** ***Standard Chartered Bank (Pakistan)***  ***Branch Sales & Service Executive*** *(2016)*   * *To solicit fresh customers as per agreed bank's sales policy, strategy, and targets.* * *To ensure account opening procedures are strictly adhered to as per policies and guidelines.* * *Evaluate customer needs and provide advice as to products required.* * *Cross sell bank's products to current/potential customers to increase portfolio for the bank.* * *To visit existing retail clients customer for relationship deepening.* * *To maintain a close coordination with the operations staff to provide prompt and excellent service to the banks customers.*   ***Reshma Textile Ltd (Pakistan)***  ***Executive Assistant to CEO*** *(2015 - 2016)*   * *Organising and attending meetings, takes notes and distributes meeting minutes and agendas.* * *Reading, monitoring and responding to boss's email.* * *Planning and arranging events, travel and visas.* * *Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.* * *Preparing business correspondence, typically using Microsoft Office* *(Word, Excel, PowerPoint and Outlook).* * *Assists with recruitment efforts, new hire orientations, on-boarding and terminations.*   ***Habib Bank Ltd (Pakistan)***  ***Coordinator – Global Operations*** *(2012-2014)*   * *Scrutiny of customer request forms for processing.* * *Scheduling and coordinating meetings, interviews, events and other similar activities.* * *Preparing Memos and maintaining the Headcount.* * *Budget monitoring and preparing MIS.* * *Reconciliation of all expense accounts.* * *Administrative support (Manage Correspondence, Stationery, Equipment inventory, Directory maintenance, Sourcing for suppliers and submitting invoices).* * *Maintains punctual, regular and predictable attendance of all staff.*   ***References available on request.*** |