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|  C:\Users\sadya\Desktop\IMG_20170408_143331.jpg ***Sadia*** ***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.*** |