**Curriculum Vitae**

**SABA**

[**SABA.369267@2freemail.com**](mailto:SABA.369267@2freemail.com)

**Objective**

Seeking a challenging career oriented position where i can prove my proficiency and build my career.

**Strengths**

* Excellent ability to maintain high degree of customer service.
* Team player with excellent communication skills.
* Results driven and tactical planner with the proven ability to face challenges head on while exceeding organizational goals.
* Creative thinker and analytical problem-solver with demonstrated ability under the pressure of fast-paced, time-sensitive environments
* Enthusiastic participation in professional development and ongoing workplace learning.
* Ability of multitasking in a fast-paced environment, while maintaining an emphasis on quality.
* Ability to support queries via phone, fax and email.

**Personal Detail’s**

Nationality : Pakistani

Date of Birth : 11/09/1994

Sex : Female

Religion : Muslim

Marital status : Single

Visa Status : Residence

**Education**

**HSSC- 1 (** PAKISTAN EDUCATION ACADEMY – DUBAI **)**

**SECONDARY SCHOOL CERTIFICATE (**  PAKISTAN EDUCATION ACADEMY **-** DUBAI **)**

**Employment Summary**

**Bravura Events Management                                                   Mar 2011 – Sep 2012**

**Position (Receptionist)**

My main responsibilities include:

* Hands on experience on events planning.
* Play role in designing and decorating events.
* Arrangements and welcome the guests.
* Providing excellent services to customers.

**Etisalat Call Centre Oct2011 – April 2012**

**Position (Telephone Operator)**

My main responsibilities include:

* Attending customer’s calls.
* Provide all information to them.
* Help them to solve their issues.
* General Inquiry services.

**AL NASR LEISURELAND SUMMER CAMP june 2012 – August 2012**

**Position ( TEACHER)**

**july 2013 - September 2013**

My main responsibilities include:

* Manage students details.
* Taking care of students.
* Coordinate with management.

**HANEYA AL JANAHI ABAYA SHOP Dubai - March 2017 to Present**

**Position ( sales cum cashier)**

My main responsibilities include:

* Taking orders
* Dealing with customers
* Preparing invoice
* Preparing all expenses and invoice on excel

**Languages**

* English
* Urdu