** Husna**

 **E-mail:** husna.374274@2freemail.com

**OBJECTIVE**

To pursue my excellence career with hard work, dedication and self-determination to interact with the best of my professional approach towards my career path and job assignment.

**Professional & Academic Qualification**

* MBA/MS(specialization in marketing)Degree from The Islamia University Bahawalpur.(2013)
* Bachelor Degree of arts and humanity from The Islamia University Bahawalpur. (2009)
* Intermediate from Board of Intermediate And Secondary Education Bahawalpur

PAKISTAN. (2007)

* Matric from Board of Intermediate and Secondary Education Bahawalpur , PAKISTAN. (2005)

** Administratve officer/Receptionist,BDS global PVt ltd(1.5 years)Lahore pakistan-JAN 2016-May,2017**

* Pitching the products and serivces.
* Maintaining fruitful relationship with existing customers.
* Handlng petty cash ,postng general vouchers.
* Make invoices and bills throught softwere xero and quickbook
* Posting the expense into the system and collect payment cheques from the clients.
* Delivering and sorting daily mails,deliveries and couieror
* Update appointment calendars and schedule meetings/ appointment

 **Sales Representative Mind bridge 1 year) Lahore Pakistan may 2015 OCT 2016**

* Listen and respond to customer‘s need and concerns.
* Provide information about product and services, take orders, determine charges and handle the complains.
* Ensure the customer is walking through the payment procedure in the professional manner.
* Instrumental in finding customer to support new business proposals that were sent to management and clients.
* Greet customer after answer the phone call

**Public relationship Officer in Royal Palm 1 year june 2014 April 2015**

* planning publicity strategies and campaigns.
* writing and producing presentations and press releases.
* dealing with enquiries from the public, the press, and related organisations.
* organizing promotional events such as press conferences, open days, exhibitions, tours and visits.

 **PERSONAL DETAILS**

* Name Husna
* Date of birth 10-march-1988
* Marital status Single
* Nationality Pakistan
* Visa Status Visit

 Religion Islam

* Language English , Urdu

 **PERSONAL STATEMENT**

* Desire to apply my business skills and knowledge in most ethical ways towards organizational long-term success and growth.
* I consider myself to be an extremely motivated individual, performing my best when targets are set and are to be achieved within an established span of time. I work professionally and to the best of my abilities, giving the best possible results. I also take a view of myself as an effective stress handler and teamwork coordinate

 **Computer Skills**

* MS Office
* Computer based research
* Good interpersonal and Presentation skills..
* Good Analytical and Problem solving Skills..
* All internet applications

**Professional skill**

* Administration
* Sales
* Marketing
* Finance and management
* economic

**Note** :- Reference can be furnished on demand.