 **Zamara**

 Address U.A.E, Dubai

Visa Status Employment Visa

Marital status Single

Nationality Pakistan

Availability 30 Days

Phone Number +971504753686 / +919979971283

Email zamara.376389@2freemail.com

 D.O.B 04-08-91

**Career Objective**

To join an organization where I can improve my skills and knowledge, where I meet new challenges to improve my abilities to achieve organization’s goal and objectives efficiently and effectively.

**Academic Record**

**2011-13 Mbecon CGPA 3.37** University of Punjab, New Campus

**2009-11 B.Com 1st/A** University of Punjab, Queen Marry

**2007-09 I.com 1st/A**  Lahore Board, Axis College

**2005-07 Matric 1st/A** Saint Andrews School, Lahore

**Work Experience**

**Zahrah Naïf Super Market, Dubai, May 2017-continue**

**Position: Supervisor Cum Administrative Assistance**

* Organize and distribute employee schedules, assigns tasks, monitors their performance.
* Maintain inventory and ensure items are in stock.
* Ensure promotions are accurate and merchandised to the company’s standards.
* Increased stores profitability by re-merchandising inventory with attractive displays.
* Authorize returns and refunds, deal with general customer complaints and help customers enjoy their experience in the store.
* Update appointments calendars and schedule meetings.
* Handling petty cash.
* Assist in training staff, making interview calls and scheduling interviews.
* Delivering and sorting daily mails, deliveries and courier.

**American Lycetuff School, Lahore, April 2014-March 2017 (3 years)**

**Position: Teacher and Coordinator**

* Planning preparing and delivering lesson to all students in the class.
* Providing guidance and advice to students on educational and social matters and their future education and future career.
* Teach and educate students according to the educational needs abilities of individual students.

**Mindbridge, Lahore, November 2015-March 2016(1.5 year)**

**Position: Sales Executive**

* Greet customer after answer the phone calls.
* 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.

**Projects**

**Muslim Commercial Bank, Lahore, Pakistan-2013**

**Position: Internee**

* Understanding of the bank’s overall operation.
* Entertain the request of all present clients.
* Instrumental in finding customer to support new business proposals that were sent to business management and client.

**Professional Skills**

Administration Sales

Marketing Management

Economics Finance

**Computer Skills**

MS Word, MS Excel, MS PowerPoint, Efficient use of computer

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge.