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| CURRICULUM VITAE**SAMRA** **Samra.382069@2freemail.com*** **Nationality: Pakistani**
* **Sex: Female**
* **Marital Status: Single**
* **D.O.B 25-JUN-1997**

**Visa Status: Visit Visa****Visa Expiry: OCT 2018**Languages Known:* English, Urdu, Panjabi
 | Career ObjectivesCustomer-focused service professional with strong in-bound and out-bound contact center experience and expert knowledge of cross/up selling.I have extensive work experience in office environments, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team. I'm flexible, quick to pick up new skills and eager to learn from others. I'm keen to work for Organization with a great reputation and high profile.StrengthI am an enthusiastic and dedicated professional with extensive experience across all areas of customer service. An exceptional leader who is able to develop and motivate others to achieve targets, I can demonstrate a strong ability to manage projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment. Academics* **Master in Commerce (M.A) (continue)**

**GC university Faisalabad*** **Bachelor in Arts (B.A)**

**GC university Faisalabad** * **Inter in Commerce (D.Com)**

**Board of Technical education Lahore**Personal Attributes* Team Player
* Adaptive to change
* Self-motivated
* Result oriented
* Consistent on duty
* IT and communication expertise

Professional skills * Extensive experience in retail environment.
* Excellent vocabulary skills
* Coaching and friendly style of management.
* Great sales and customer service skills
* Excellent time management skills

Computer Competence* Proficient in all MS Office applications like MS Excel, MS Power
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 Work Experience (Pakistan):

• Company: RCG (Faisalabad)

Position held: Assistant Retail In charge & Store VM In charge

Date: 23rd FEB 2016 to 10-JUL-18

Major responsibilities:

* Manage Store Operations.
* Manage Staff strength & Other Staff Operations.
* Manage Stock.
* Deal With new Parties (Vendors/Customers).
* Manage Section Strength.
* Manage Sale Targets.
* Store V.M.
* Event Management.
* Planning for Dead stock sale.
* Plane Discount Sales With Retail Manager & Other Team members.
* Plane Tanning for Sales Staff.
* Make Comparison with Market Rates

 Company: RCG (Faisalabad)

Position held: Accountant

Date: 10 JUL 2015 to 29 January 2016

Major responsibilities:

* Preparing Vouchers (JNV,BPV,TRF etc.)
* Reconcile Accounts With Parties (More then 1000).
* Reconcile Account With Bank( More then 100).
* Reconcile Credit Card Transaction With Bank.
* Managing Cashier Ledgers
* Managing Petty Cash.
* Arrange Online for Parties.
* Making Salary Sheet on Month End.
* Maintaining employee Salary advance & Loan Account.

 Company: Zainab boutique Center (Faisalabad )

Position held: Assistant In charge Retail

Date: 25 January 2013 to 28 June 2015

Major responsibilities:

* Manage Staff strength & Other Staff Operations.
* Manage Stock.
* Deal With new Parties (Vendors/Customers).
* Manage Section Strength.
* Manage Sale Targets.
* Store V.M.
* Event Management.
* Planning for Dead stock sale.
* Plane Discount Sales With Retail Manager & Other Team members.
* Plane Tanning for Sales Staff.
* Make Comparison with Market Rates

**Marketing:**

* Managing links with other companies
* Conduction of seminars
* Arranging and organizing different in house and out of the campus functions
* Participation and arrangements in Expo
* Managing links with suppliers of Marketing Material

**SIDE-LINE INTERESTS**

* International politics
* World economy and Capital markets
* Business and finance communities
* Social networking
* Reading books