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| CURRICULUM VITAE    **SAMRA**  [**Samra.382070@2freemail.com**](mailto:Samra.382070@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 Objectives  Customer-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.  Strength  I 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 |

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