

**Sana**

[sana-392878@2freemail.com](mailto:sana-392878@2freemail.com)

# Objective:

I am looking forward to perform my duties and responsibilities in assigned designation with full range of services to get the consistent pace of professional growth in order to maximize the benefit of company.

# Work Experience: (8 years)

**Harris Silicones & Glass (Pvt.) Ltd.** (Lahore, Pakistan.) (EXP 4 months) Sales Coordinator From June,2018 to Oct,2018 **Job Responsibilities:**

* Ledgers Reconcilation (To find out the amount difference between companies and customers ledger.)
* Log Report (The report contains the brief information about the payments of local customers.)
* Non Visited Area Customer Calls (Order taking on calls from the cities where companies SRO’s do not visit.)
* SRO’s Visit Calls (Calls to customers to notify them SRO’s visit to collect payments.)
* SRO’s communication on call while they are in field.
* Sending ledgers, invoices, customer information, customer payment followup & 90 days report for each SRO for visited area.

**Nabeel Perfumes Group Of Companies** (Sharjah, UAE.) (EXP 3 years 1 month) Office Assistant (Data Entry Operator/Sales Coordinator) From Sept, 2014 to Nov, 2017 **Job Responsibilities:**

* Reporting to the Manager in all the job aspects.
* Punching UAE Modern Trade Local purchase orders, Wholesale orders.

Showrooms and Kiosks.

* Making Delivery orders.
* Coordinate with Salesman regarding local purchase orders and sales.
* Preparing daily sales reports of Modern Trade and Wholesale.
* Scan and attach documents in to Bamboo Solution Application.
* Check Promotions and update to the Sales Team.
* Analysis the Sales target and update sales team.

**Gillan E Solutions** (Lahore, Pakistan.) (EXP 3 years 2 Months)

Data Entry Operator From April, 2012 to May, 2014

# Job Responsibilities:

* Data entry work (input content) on websites.
* Insert customer & accounts data by inputting text & numerical information from source documents.
* Compile, verify accuracy & sort information according to priorities to prepare data.
* Review data & deficiency of errors, correct any incompatibilities & check output.
* Transcribe information into required electronic format.
* Scan documents into document management system.
* Generate reports, store completed work in designated locations & perform backup.
* Comply with data integrity and security policies.

**Gillan E Solutions** (Lahore, Pakistan.)

FDO “Front Desk Officer” From April, 2011 to March, 2012

# Job Responsibilities:

* Attending to customer who is on appointment and assigning them to concern.
* Handle all guests.
* Answering phone & directing incoming calls to the parties they are trying to reach.
* Typing, filing, record maintenance and handling daily mails.
* Managing the calendars of senior members.
* Light book-keeping tasks as workload permits.

**Abacus Consulting Pakistan** (Lahore, Pakistan.) (EXP 6 months)

CRO “Customer Relationship Officer” From Sept, 2010 to March, 2011

# Job Responsibilities:

* Answering incoming calls at Telenor (Telecom Company) helpline “789”
* Activation of SIMs after data verification.
* Recommendation & selling of potential services.

**Ovex Technologies Pvt. Ltd.** (Lahore, Pakistan.) (EXP 1 year)

Research & Support Analyst From Oct, 2008 to Oct, 2009

# Job Responsibilities:

* Maintain customer data of TV Channel, Modem and IP Telephone Services.
* Keep their credit history in 4 states of USA.
* Contributes to team effort by accomplishing related results as needed.

# Qualification:

 B.Com Punjab University Lahore

 I.Com B.I.S.E Lahore

 Matriculation B.I.S.E Lahore

 Computer Course Peak Solutions Lahore

# Computer Skills:

* Good command on “Microsoft Office”
* Excellent typing speed
* Operate and install all kind of Microsoft Windows.
* Internet Browsing

# Other skills:

* Good communication & inter personal skills
* Pleasing personality
* Attention to detail
* Ability to meet deadlines
* Selling skills

# Language Proficiency:

* Proficient in English, Urdu, and Punjabi

# Personal Information:

Marital Status Single

Date of Birth 29-11-1988

Nationality Pakistan