CURRICULUM VITAE



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CAREER OBJECTIVE:

To work in professionally managed environment, where I can use my personal skills for the benefit of organization. I am working for as well as my personal growth.

TECHNICAL SKILLS:

* Ms-word
* GW-basic
* Dos Promt
* Introduction to windows
* Exel
* Access
* Manual accounting
* Peachtree
* Tally
* Arabic language and typing course.

EDUCATION AND QUALIFICATION:

1. Done my intermediate higher education in (2010) with subject of humanities (human -resources) from Sheikh Khalifa college.
2. Done my matriculation in (2008) with subject of computer science (science group) from Sheikh Khalifa school.

EXPIRIENCE:

Presently working as Receptionist/Customer Care Officer/Student incharge/Tele marketer/Business development executive in SYSCOMS COLLEGE.

KEY RESPONSIBILITIES:

1. Answering phone calls, Transferring calls to concern persons.
2. Responding and solving Customers problems according to their queries.
3. Completing daily call log, Data entering.
4. Doing administrative work as per assigned.
5. Handling all customer care for eg: walking enquiry, student counseling, registration etc.
6. Working as Tele-marketer making follow up with existing students.
7. Completing feedback forms of existing students .
8. Making schedules for the customers.

SIX MONTH EXPERIENCE AS A DATA ENTRY OPERATOR/BUSINESS DEVELOPMENT EXECUTIVE/CUSTOMER CARE AT JUPITOR GENERAL TRANSPORT.

KEY REPONSIBILITIES:

1. Entering data of daily inquiries of the company.
2. Handling customer care department.
3. Attending phone calls and responding according to the customers enquiries.
4. Incharge of employees.
5. Fixing meetings with other companies.

LANGUAGE:

* English fluent (spoken,written)
* Arabic fluent (spoken,written)
* Urdu fluent (spoken,written)
* Punjabi fluent (spoken,written)

PERSONAL DETAILS:

* NAME: Sehrash sohail malik
* GENDER: female
* DATE OF BIRTH: 28 may 1989
* NATIONALITY: Pakistani
* RELIGION: Islam
* MARITAL STATUS: Single
* VISA: Father’s sponsorship
* LICENSE: Holder of valid (U.A.E) driving license.

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