

ABOUT ME

I am a driven and ambitious professional, boasting a versatile background that cuts across multiple industries. My expertise lies in administrative roles, where I have excelled as a marketing manager and in sales positions, complemented by substantial experience in customer service. My diverse skill set is a testament to my adaptability and proficiency. With a proven track record in business management, I am adept at engaging customers, demonstrating extensive product knowledge, and excelling in relationship-building. I am passionate about leveraging these skills to make a significant impact on the growth and success of any forward-thinking organization.

EDUCATION

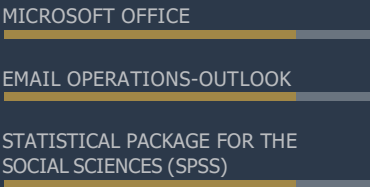
BSC IN PSYCHOLOGY

Foundation University School of Science and Technology / Islamabad / 2023

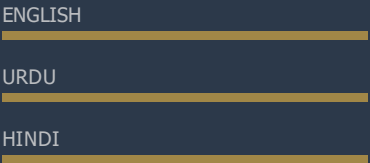
INTERMEDIATE-HUMANITIES

Pakistan Islamia Higher Secondary School / Sharjah / 2019

SKILLS



LANGUAGES



AMNA
TARIQ
ADMINISTRATOR CUM CSR

United Arab Emirates, Sharjah, United Arab Emirates

+971529938770

aminatariq669@gmail.com

WORK EXPERIENCE

IMG WORLDS OF

ADVENTURE

Dubai
Jan 2019 - Aug 2019

SMALL STEPS CLINIC

Dec 2019 - Feb 2021

SADAQAT-

PHARMACY

Mar 2021 - Sep 2022

ARMED FORCES

INSTITUTE OF

CARDIOLOGY

Nov 2022 - Mar 2024

Customer Service Representative

- Provided exceptional customer service addressing inquiries and resolving issues.
- Assisted visitors with information about park attractions and services.
- Contributed to a positive and welcoming customer experience with handling customer complaints, providing appropriate solutions and recommending alternatives.

Administrator

- Assisted in maintaining patient records and reports under the guidance of mentors.
- Maintaining and recording data of the pateints.
- Preparing reports for army and civil sepa
- Assumed responsibility for additional tasks, including information systems management and record-keeping to ensure accurate documentation.

Sales Representative

- Organized and managed the track record of the store inventory.
- Achieved cross-selling and up-selling with targets set by the management.
- Identified customer's needs and ensuring they have a positive experience from start to end.

Assistant Psychologist

- Conducted individual counseling sessions under the guidance of licensed psychologists.
- Facilitated group therapy sessions and workshops focused on stress management, communication skills, and emotional wellbeing.
- Collaborated with senior psychologists in developing and implementing psychological campaigns.

CERTIFICATIONS

AFIC

Basic Life Support Course

AFIC

Advanced Cardiac Life Support

PERSONAL DETAILS

Date of birth
26 May 2001

Nationality
Pakistani

Visa status
Employment Visa

REFERENCE

References available upon
request

FUSST

FUSST

● DSM-V

● Seminar on "How to Build Emotionally Healthy Relationships"