



SOOHA BUTT

TRAINING

- 1 Year internship at Muslim Commercial Bank Ltd, Lahore Pakistan.
- 6 Months as trainee accounts at Lahore Care Hospital, Lahore Pakistan
- 6 Months internship as data analysis at American Lyceum School Township Campus
- Microsoft Office (Excel, Word, PPT, Outlook)

EDUCATION

2018 - 2022

MBA | Finance

University of Education Lahore, Pakistan

2015 - 2017

B.COM | Commerce

Punjab Group of Colleges, Pakistan

EXPERIENCE

🚩 July 2024 - Current

SALES OFFICER/ PERSONAL FINANCE

INNOVATION GROUP, DUBAI

- Selling credit cards and personal loans to new and existing customers
- Conducting financial needs assessments and presenting suitable products
- Managing customer relationships and providing excellent service
- Meeting and exceeding sales targets and performance metrics
- Maintaining knowledge of products, features, and benefits to effectively communicate with customers.

🚩 December 2023 - May 2024

ADMIN & DOCUMENT CONTROLLER

BRITISH COLUMBIA INTERNATIONAL ACADEMY UAE 21

- Provided administrative support to teams and management
- Managed calendars, schedules, and appointments
- Coordinated meetings, events, and travel arrangements
- Handled correspondence, emails, and phone calls
- Maintained office supplies, inventory, and equipment
- Performed tasks with accuracy and attention to detail

🚩 September 2021 - September 2023

ACCOUNTS EXECUTIVE

AI HADI TEXTILE PVT LTD, PAKISTAN

- Monthly Reports
- Bank Reconciliation
- Reconcile and maintain Buyers Account
- Income & Sales Tax Return
- Documentation & Payment Handling
- Import Export payment handling

SUMMARY

Dedicated and detail-oriented administrative professional with 5 years of experience in data entry, document control, administrative services, and accounts, complemented by 1.5 years of sales experience. Strong organizational skills, ability to prioritize tasks, and maintain accurate records. Proficient in providing administrative support, managing financial transactions, ensuring efficient workflow, and driving sales growth through excellent customer service and relationship-building skills.

SKILLS

- Customer services
- Communication
- Product Knowledge
- Time Management
- Problem Solving
- Teamwork
- Attention of Details
- Sales
- Cash Handling
- Data Typing

CONTACT

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- 🌐 Pakistani

VISA STATUS

- Employment Visa

HOBBIES & INTERESTS

- Music , Travelling, Cooking