



SAFINA BANO

administrative coordinator



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45 Abdullah Bin abud Street
Al Rashida 3 Ajman United Arab
Emirates

A competent Graduate as well as a versatile professional with commendable experience as Multidimensional Marketing and HR Professional. Self-motivated and result Oriented with a successful track record, possess skills of self-motivation, persistence, persuasive communication, and ability to think analytically and strategically. An experienced Marketing Consultant, Teacher, Content Writer and International Call Center Agent who has demonstrated the ability to handle various tasks.

PERSONEL DETAIL

Sex	Famale
Date of birth	01/01/1989
Nationality	Pakistani
Civil Status	Single
Religion	Islam
National ID	37303-2738974-6
Passport	Gk 3799741

EDUCATION

- **Bachelor of Arts** Govt Collage For Woman Jhelum 2009
- **Intermediate** Higher Secondary Education- Raheel academy Rawalpindi Board 2007
- **Matriculation** - Govt Girls High School bara garan Jhalum 2005

PROFESSIONAL TRAINING

- Computer application & Office Professional 1 year Diploma from VTI Governor House Lahore Pakistan .

WORK EXPERIENCE

- 1 Year worked in Pakistan School System as a Administrative Coordinator Lahore Pakistan .
- 6 Month Internship in Agriculture House (Extension Department) Lahore Pakistan .
- 6 month work in Daewoo as a Customer Service Representative Lahore Pakistan
- 2 Year to working in Daewoo Express as BD Officer In Cargo Department Lahore Pakistan.

COMPUTER KEY SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Access) , One drive One Note ,share point
- G Suite - Google Calendar ,Docs ,Google drive & Google sheets
- Email management applications -Check Daily E mail & Reply to Customer (Gmail - Outlook)
- Urdu Inpage, Graphic Designing (Coral Draw) ,Web Browsers - Chrome , Firefox ,Safari
- Print and scan Documents , Documents Filling

STRENGTH & SKILL

- Excellent Communications Skills and ability to work cross functionally within an Organization.
- Strong analytical and interpersonal skills, with the ability to complete multiple tasks.
- Advanced computer skills using the Microsoft Office .
- Travelling and interacting with people from different groups and attending workshops.
- Obtains Presentation and Project management skills .
- Highly competitive and responsive to challenging situations .
- Strength & Skills , Self-motivated ,Active listening , Communicating .
- Excellent communication and customer service skills .

PROFESSIONAL LANGUAGE

English



Hindi



Pothwari



Punjabi

