

SANA LIAQAT

Sales Manager



About Me

"Empathic customer service specialist and Admin Officer with 5+ years of experience in well reputed company. I provide solutions for customers' questions and complaints with attentiveness and understanding. I am extremely stress resistant and I am good at time management. I'm looking for opportunities to grow further in the business development domain."



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Grand mall Ajman, UAE

LANGUAGE

- English
- Urdu
- Hindi

EXPERTISE

- Management Skills
- Excellent organizational skills.
- Lesson Planning
- Student counselling
- Critical Thinking
- Proficiency in all Microsoft Office applications.
- Classroom management
- Exceptional customer service skills.
- Child development

EXPERIENCE

Sales Executive

Giggle Foods- Lahore

2015 - 2016

Assisting in daily planning and on-site client's events.
Providing good customer service.
Follow up with clients from time to time.
Administrative duties such as paperwork, sales report and etc.
Displaying good communication, products demo & presentation skills.

Receptionist

High Career Academy - Lahore

2017 - 2019

Greet clients and visitors with a positive, helpful attitude.
Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
Answering phones in a professional manner, and routing calls as necessary.
Hiring, managing, and developing the junior administrative team.
Provide excellent customer service.

Admin Officer

Unique Group of Institutions - Lahore

2020- 2023

providing administrative support and managing their queries.
Answering telephone calls, responding to queries, and replying to emails.
Managing office supplies and ordering new supplies as needed.
Hiring maintenance vendors to repair or replace damaged office equipment.

EDUCATION

University of the Punjab

Masters of Arts
2013-2015

University of the Punjab

Bachelor of Arts
2008-2010

Allama Iqbal Open University

B.ed
2011-2014