

Follow Me

Facebook:

Amna_butt99@gmail.com

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Sub-Admin:
2016-2017

Popalz Pvt LTD (Free Classified Website):

- Creating files of Contacts on MS Excel and distributing them to Data Entry operators through skype.
- Supervising the work of office staff and assigning work for them.
- Maintenance of Attendance Register.
- Reporting to Country Manager.
- Creating and modifying documents using Microsoft Office.
- Ensuring report tables and listings accurately reflect data within a data base.
- Listing approval and Ads uploading on Website.

School Teacher:
2011-2012

The Royal School of Learning

Tele Marketing Officer:
2008-2009

Askari Bank:

- Cold callina people. usina contact lists provided bu the department

EDUCATIO

M.A	University of Peshawar	In Progress
ISLAMIA	University of Peshawar	2013
B.A	Frontier Homeopathic Medical College	2011
D.H.M.S	Govt. Frontier College for women	2006
FA	Senior Cambridge Public School	2004

SEMINARS &

Ultrasound training at Sono Experts Medical Institute

EX Medical Officer at Muhammadia Homeopathic Clinic

Youth Development, Say NO to Drugs

Peace Education and Development

REFERENC

Will be provided on demand



Edit with WPS Office




Amna Butt


Administration &
Processing


CONTACT


- ✓ +92 342 6777999
- ✓ Bilal Street, Dalazak Road
Peshawar


SKILLS


Data Entry 

Administration 

Teaching 

Telemarketing 

MS OFFICE 

Good Listening 

PROFIL

To have a position that would support my personal development and growth with an aim to contribute positively towards the objective of the organization. I would like to you utilize my diversified professional work experience coupled with my education to perform consistently and efficiently to meet organizational expectations and to develop my professional skills.

Work Experience

Personal Loan Processor

HBL (Regional Head Quarter)
2017-Present

Duties:

- Examine received applications from RSOs/RMs.
- Conduct background research on applicants.
- Evaluating credit histories for applications.
- Researching and correcting mistakes in applications.
- Reviewing file documentation for missing or erroneous information.
- Give the green light to eligible candidates and argument their decision in reports.
- Assisting RSOs and RMs with requests and tasks needed to complete and process application.
- Maintain a positive working relationship with internal departments.
- Answer and direct phone calls.

Data Entry Operator

Popalz Pot LTD (Free Classified Website):
-2016

2015

Duties:

- Entering data accurately onto computerized databases and Excel spreadsheets.
- Locate and correct data entry errors.
- Maintain logs of activities and completed work.



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