|  |  |  |
| --- | --- | --- |
|   | *HAJERA JAVED* | Mob:+ 92-318-9062114 / 0336-8947629Email:hajjokhan01@gmail.comAddress: warsak road Peshawar  |

**Personal Statement**

***Personal Information:***

* ***Date of Birth: 05 Nov,1997***
* ***Domicile: Mardan,KPK***
* ***Religion: Islam***
* ***Marital Status: Single***
* ***Nationality: Pakistani***

***Passport Details***

* ***Passport No: HY8679261***
* ***Date of Issue: 29 June,2021***
* ***Date of Expiry: 28 June,2026***
* ***Place of Issue: Mardan, Pakistan.***

***Academic Credentials***

* ***Graduation (IR, Economics)***

***Diplomas/Certificate***

* ***FSC Pre Medical***
* ***Midwifery & LHV***
* ***Matric Science***

***Certification***

* ***Certificate from UNFPA***
* ***First Aid & Clinical Management***
* ***Psycho Social Support***

***Computer Skill***

* ***Internet Utility***
* ***Google sheet***
* ***Microsoft Office Proficient***
* ***Email dispatching***

***Hobbies***

* ***Reading Books***
* ***Travelling***
* ***Reciting holy Quran***

***Languages***

* ***English, Urdu & Pashto***

To secure a challenging position in a progressive organization where can utilize my experience, skills and studies towards growth of the Organization

**Career Objective**

To become a valuable asset to an organization by aligning personal growth with organizational objectives and utilize my abilities to achieve desired goals.

**Professional Experience**

**LHV May, 2016 – July, 2018**

**Al Khidmat Hospital**

Khyber Pakhtunkhwa, (KPK) Peshawar

* LHVs work for maternal health at grass root level.
* Provide the medical treatment for common diseases.
* They also guide the females about prevention of common diseases.
* LHVs ensure that new born children are provided with immunization facility required.

**O.T Surgical Assistant Aug, 2016 – July, 2017**

ABASEEN HOSPITAL

Khyber Pakhtunkhwa, (KPK) Pakistan.

* Operating Room Nurses ensure that the operating room is clean, sterilized, and ready to go at any time.
* They also take on tasks like alleviating patient concerns before surgery or gathering all supplies needed to complete an operation safely.

**Information Officer July, 2017 – Dec, 2019**

UNFPA

 Khyber Pakhtunkhwa, (KPK) Pakistan.

* Select, manage and distribute information resources in a range of formats.
* Classify, collate, catalogue and store information, usually using special computer applications, for easy access and retrieval.
* Create and search databases.
* Catalogue and index materials.
* Scan and abstract materials

 **Office Manager Jan.2020 –Feb, 2021**

Tax & Finance Consultant

 Khyber Pakhtunkhwa, (KPK) Pakistan.

* Organizing company events and conferences.
* Ordering stationery and IT equipment.
* Dealing with correspondence, complaints and queries.
* preparing letters, presentations and reports

**Sales Executive July, 2021 – Sep, 2023**

Urban Developers & Marketing

 Khyber Pakhtunkhwa, (KPK) Pakistan.

* Meeting with clients virtually or during sales visits.
* Demonstrating and presenting products.
* Establishing new business.
* Maintaining accurate records.
* Attending trade exhibitions, conferences and meetings.
* Reviewing sales performance.
* Negotiating contracts and packages.

 **Sales Manager Oct, 2023 – till date**

* Identifying Sales Goals. Setting sales goals is one of the main aspects of a sales manager's job description. ...
* Creating Sales Plans. ...
* Providing Training Opportunities. ...
* Motivating the Team. ...
* Managing Accounts. ...
* Recruiting and Hiring.

**Personality Traits &Skills**

* Team Management, Motivational Skills, Interpersonal & Communication Skills.
* Analytical Skills, Ability to Work under Pressure, Decision Making & Problem Solving Skills.
* Ability to organize and prioritize several tasks at one time.

**References**

* References will be available upon request.