***Summary***

**Phone no.** 03149104284
**Email:** Noormufti123@gmail.com
**City:**  Peshawar

***Contact***

 **Noor-Us-Saba**

I have done my BBA (Hons) in finance and I have 2 years of experience of online job. Currently I am working at MegaPlus Pakistan Pvt Limited. I am playing my role as a import coordinator.

Self Motivated
Hardworker
Polite and Calm Personality
Fast Learner
Give Respect to everyone

***Other Qualities***

English
Urdu

***Languages***

Knowledge in
 Excel
 Ms Word
 Powerpoint
Customer Support
Data Entry work
PDF To Word Converting Task
Team Work
Decision making
Time Management
Data Management
Good Communication skills
Public specking
Emotional Intelligence
Good Presentation Skills
Email Marketing

***Skills***

***Education***

|  |  |  |  |
| --- | --- | --- | --- |
|  **Degrees** | **Institutes** | **Passing Year** | **Grade** |
|  **BBA(hons) (Finance)** | **Shaheed Benazir Bhutto Women University** | **2021** | **3.85 CGPA** |
| **Intermediate**  | **Government City Girls College**  | **2017** | **74%** |
| **Marticulation** | **Frontier Model** | **2015** | **78.36%** |

***Work Experience***

I have experience of 2 years of online working. Also 5 months of experience in the Procurement Department of an IT Company (**Megaplus Pakistan**). I am working as an Import Coordinator and Assistant manager. I am managed all the important tasks like email to customers, and Distributors, Forwarders. I managed all the data in excel sheets. Making Purchase Orders (PO) and managing all the records. I have also experience in other (Tasks) Specs Verification of items, Follow Ups from sales persons, forwarders, and distributors, and order logging on online portals.

***Personal Information***

|  |  |
| --- | --- |
| **Father Name**  | **Shuja-Ud-Din** |
| **Date Of Birth** | **19 February 1999** |
| **CNIC** | **17301-8899122-8** |
| **City**  | **Peshawar** |

***Reference***

 Will be furnished on demand