***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