



**RABIA KANWAL**

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## 📋 OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in an MNC where I can upgrade my skills with time and take the company to the next level.

## ⚙️ SKILLS

Communication  
Problem solving  
Creativity  
Team management  
Collaboration  
Project management  
MS Office  
Lead Generation  
Closing deals  
Maintaining Profitable Relationship

## 📁 REFERENCE

**Reference  
will  
provide  
on  
demand**

## 👍 INTERESTS

Traveling  
Booking Reading  
Gardening  
Pets Care

## 🗣️ LANGUAGE

English  
Urdu

## 🎒 EXPERIENCE

**Punjab college**  
As a Lecturer

03/2019 - 03/202

- Technical Skills.
- Classroom Management.
- Behavior Management.
- Conflict Resolution.
- Teaching Methods.
- Performance Evaluations.
- Planning Curriculum.
- Physical Endurance.
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**Adamjeelife Business centre**

Assistant branch manager  
Key Qualifications & Responsibilities:

10/2020 - Till  
date

Assisted mid-level and senior sales representatives in managing client accounts, generating leads, and maintaining customer relationships.  
Organized meetings and appointments with regional companies to promote Stanford Medical Equipment's services and supplies.  
Reviewed sales performance for the sales division and generated key reports for weekly, monthly, and quarterly meetings.

**E commerce**  
Sales Executive

06/2020 - 09/202

- Shipment Coordination.
- Inventory Restocking.
- Warehousing.
- Forklift Operation.
- Physical Fitness.
- Updating Logs.
- Supply Chain Know-How.
- Database Management.
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## 🎓 EDUCATION

**B.I.S.E BWP**  
Matric

2013

**B.I.S.E BWP**  
F.S.c (pre engineering)

2015

**Air University Multan campus**  
BSCS (Hons)

2020

**BZU**  
MBA HR (2Year)

2023

**AIOU**  
B.ed (1.5 Year)

2021

## ACHIEVEMENTS & AWARDS

Best Organizer Award at Adamjeelife  
Turkey Convention winner at Adamjeelife  
Training certificates on Sales at Adamjeelife