

Berha Salman

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224-875-1393
Des Plaines, Illinois 60018

EDUCATION

Bachelor of Science: Business Administration
East West University, Chicago, IL

- ~ 4.0 GPA
- ~ Summa cum laude
- ~ Leadership Award
- ~ Dean's List

EXPERIENCE

Safe Life Home Health Care, LLC , Lombard - Business Development Associate 01/2023 - Current

- ~ Cultivating strong relationships with new clients, while maintaining existing client relationships.
- ~ Devise and evaluate methods for collecting data on consumers, competitors, and market conditions then analyzes data to makes recommendations.
- ~ Delivers reports and presentations of findings to various levels of management, staff, and clients.

University of Illinois, Chicago - OFC Supervisor 03/2021 - 05/2021

- ~ Having knowledge and understanding of emergency and security procedures
- ~ Enforcing department rules and policies.
- ~ Answering telephone enquiries and providing customer services.

Metropolitan School , Karachi Pakistan - Office Manager

04/2020 - 10/2020

- ~ Generated reports, letters and presentations.
- ~ Organizing meetings and managing databases.

Asra Public School, Karachi Pakistan - Teaching Internship

11/2019 - 02/2020

- ~ Supervised children and participated with children in educational activities.
- ~ Handled clerical duties, managed and coordinated documents for teachers.
- ~ Introduced new learning techniques to improve student comprehension.

Jinnah University For Women Karachi, Pakistan - Teaching Assistant 01/2018 - 12/2019

- ~ Helped teachers with material generation and lesson plan development
- ~ Supervised children and participated with children in activities.

SKILLS

- ~ Communication
- ~ Leadership
- ~ Decision-making
- ~ Critical thinking
- ~ Project planning
- ~ Data Analysis

ACTIVITIES AND ACCOMPLISHMENTS

- ~ Avid Reader.

- ~Organized a club to empower underprivileged women
- Set up confidence and communication building workshops
- Organized seminars regarding job opportunities for women

~Volunteered at Shed Foundation, a school for children with disabilities.

~Volunteered at Hayat Clinic, Chicago Fundraiser .

~Active Participant in Interstate Debate Competition, Pakistan.

LANGUAGES

- ~ English
- ~ Urdu
- ~ Hindi