

SANIA BIBI

Officer Sales & Operations

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CAREER OBJECTIVE

Motivated and detail-oriented **Sales & Operations Officer** with one & half year of professional experience at Lucky Cement Limited. Skilled in SAP operations, and documentation management. Strong ability to manage daily tasks efficiently while maintaining a positive and collaborative work environment. Seeking to contribute my expertise and grow within a dynamic organization.

PROFESSIONAL EXPERIENCE

Sales & Operations Officer

Lucky Cement Limited

ISE Tower, Islamabad *Feb 2024 – Present (1 Year)*

- Managing daily sales and operational tasks while ensuring timely coordination between internal departments.
- Preparing reports, maintaining documentation, and ensuring smooth sales order processing.
- Assisting in SAP-based operational activities, data entry, and record management.
- Coordinating with customers, transport, and internal teams to support efficient sales flow.
- Supporting the operations team in planning, tracking, and follow-up activities.

Operation Office (SAP Support)

ISE Tower, Islamabad

1.5 Years (In Progress)

- Hands-on experience in SAP modules for operational workflows.
- Data entry, record maintenance, and support in routine office operations.
- Assisted senior staff in task execution and reporting.

School Teacher

Lucky City School

Feb 2022 – Feb 2023

- Delivered academic lessons and maintained classroom discipline.
- Ensured academic progress through student assessments and progress reports.

EDUCATION

- **MS Computer Science** **In Progress**
Qurtuba University
- **BS Computer Science** **2021–2024**
Qurtuba University, CGPA 3.56
- **Diploma in Information Technology, (DIT)** **2023–2024**
BISE Peshawar, 1230/1400
- **FSc-Pre-Engineering** **2019–2022**
BISE Bannu, 680/1100
- **SSC (Matric) — 771/1100 — BISE Bannu (2017–2019)**

TECHNICAL SKILLS

- Sales Order Creation (SO) in SAP
- Customer Booking Entry and Validation
- Daily Booking Sheet Preparation
- MS Office (Word, Excel, PowerPoint)
- Internet & Web Research
- Computer Fundamentals

SOFT SKILLS

- Communication
- Team Collaboration
- Problem Solving
- Time Management
- Adaptability

LANGUAGES

English, Urdu, Pashto

INTERESTS

Reading Books, Research Papers, Internet Surfing, New Discoveries, Cricket, Newspapers