

SYEDA SADAF FATIMA

Contact Information:

Address: Chapal Sun City DOW Hospital Main University Road,
Near to Karachi University.

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OBJECTIVE

Accept and enjoy the new situation and challenges, make positive contribution towards the given position, increase the wealth of the organization and enhance the knowledge, abilities and skills through organization by contribution.

PERSONAL STATEMENT

I believe this is an incredibly exciting & empowering subject that will allow me to make a difference to the world & change it in a positive way. I was constantly looking to satisfy my curiosity of the physical world around me

PROFESSIONAL EXPERIENCE

- ❖ 29 March 2023 Current working **Bank of Punjab** Customer Service Officer
- ❖ Mar 2020 – Apr 2022 **Hyundai Nishat Motors City Store** FDO / Admin /HR (SAP GRN, IGP, PR, Stock maintains admin and stationary items. Attendance maintains, medical claim, meeting arrangements and interview conduct.
- ❖ July 2019 – Feb 2020 **KIA Clifton Motors Pakistan** Asst Manager Customer Service Representative
- ❖ Feb 2018 – Jun 2019 **International Franchises Pvt Ltd** Customer services Executive
- ❖ May 2017 – Jan 2018 **NBP – (IBEX Global)** Customer Support Executive
- ❖ Jan 2013 – Dec 2015 **Saffron International Company** Data Entry Officer
- ❖ 29 March 2023 Current working **Bank of Punjab** Customer Service Officer

TRAINING & CERTIFICATE

- ❖ Attending Training Regards Nawaz Sharif Scheme loan At NBP.
- ❖ Attending How to Resolve customer complaints& retain the customer.
- ❖ Microsoft Office (Word; Excel; Power Point)

ACADEMIC / OTHER QUALIFICATION

- ❖ Matriculation : In Science - Karachi Board.
- ❖ Intermediate : In Art's - Karachi Board.
- ❖ B.A : In Art's From University of Karachi

LANGUAGES SKILLS

- ❖ English : (Read, Write & Speak)
- ❖ Urdu : (Read, Write & Speak)

PERSONAL PROFILE

- ❖ Father Name : **MUHAMMAD YAQUAB**
- ❖ Date of Birth : 25th January
- ❖ C.N.I.C : 42201-8179439-8
- ❖ Domicile/PRC : Karachi (Sindh)
- ❖ Nationality : Pakistani

REFERENCES:

- ❖ References will be provided on request.
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