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# Ramsha Misbah

## Contact :-

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## Email Address:-

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Looking for an opportunity to join a leading organization where I can utilize my potential and harness my knowledge, skills and abilities.

## SKILLS

- Strong Networking Relations
- Strong Writing Skills Strong Communicator & Team Player
- Microsoft Office
- Commitment to excellence
- Problem-solving
- Decision-making

## EXPERIENCE

### **Tribe consultancy (JW Plastic Surgery) - Senior Care Consultant**

(Jan, 2023 - Present)

- Virtual consultations , Patient handling, surgery scheduling, collecting payments and making Financial plans.
- Coordination between Surgeons and patients.
- Front line and customer service incharge

### **Ezhire - Senior Customer Service Executive**

(Aug, 2020 - Dec,2022)

- Assisting customers with booking and application handling
- Customer care support

### **Tribe consultancy (PJP) - Recruitment Executive**

(May, 2020 - Aug,2022)

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- Conducting initial interviews and scheduling meetings with General Manager
  - Managing and following up on daily scheduling

**Tribe consultancy (JW Plastic Surgery) - Senior Care Consultant**

(June, 2020 - May, 2022)

- Virtual consultations , Patient handling, surgery scheduling and making Financial plans
- Coordination between Surgeons and patients.

**Tribe consultancy (PJP) - Customer Service Executive**

(May, 2020 – June 2020)

- Order taking line and customer service

**Eplanet Communication (Zoo Digital) -Technical Editor**

(Aug, 2019 – June, 2020)

- Subtitling on (Disney and Netflix shows)
- Frame rate and speed editing.

**Freelance Content Writer**

(Jan, 2018 - Present )

- Write lifestyle blogs
- Product reviews, description and articles

**Rotaract club of Greenwich Creek - - Literacy Chairman**

(Aug 5, 2017 - Jan 5, 2018)

- Organizing seminars for literacy awareness and founding
- Creating platforms for unprivileged kids to study.

**Freelance make-up artist**

(May, 2017 - Present)

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- Enhancing facial aesthetics through makeup.

### **American Foundation School -Librarian**

(Jan, 2015 - Oct, 2016)

- Cataloging and keeping track of library materials
- responding to requests from students, staff and other library users.

### **American Foundation School - Junior Event Coordinator**

(Oct, 2014 - Jan, 2015)

- Planning and executing all the events
- Managing teams during the event

## **EDUCATION**

### **GREENWICH UNIVERSITY 2016 – 2020**

-Bachelors in Business Administration

### **ITETS – 2017**

-Over all bands score 6.5. (ACADEMIC)

### **TOEFL – 2014**

- Total score 78.

### **DEFENCE AUTHORITY COLLEGE FOR WOMEN 2013-2014**

- HSC - Pre Commerce

### **EVEREST GRAMMAR HIGH SCHOOL 2012**

- SSC - Computer Science

## **KEY ATTRIBUTES**

- Ability to communicate with people.
- Organizational Skill, developed through academic studies. Time Management, developed through practical work and academic studies.

## **LANGUAGE:**

- English

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- Urdu

## **INTERESTS :**

- Socializing
- Fashion and Interior Designing
- Traveling
- Makeup Enthusiast