



HUMA ASHFAQ

PROFILE

To obtain a reasonable position in progressive organization that renowned working environment offers challenges and growth potential with proficient, motivated and omitted team.

CONTACT

PHONE:
0304-8630389
0312-2306879

ADDRESS
Plot No. P-3, 3rd Floor Punjab Town Shamsi Society, Near Wireless Gate, Malir, Karachi.

EMAIL:
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humaashfaq777@gmail.com

SKILLS

Effective Communication
Creativity
Adaptability
Team Working
Time management

COMPUTER SKILLS

MS Office
Internet Browsing

PERSONAL INFORMATION

Father's Name	Muhammad Ashfaq
CNIC NO	42201-8789558-0
Nationality	Pakistani
Religion	Islam
D.O.B	29 th Oct, 1980
Domicile / PRC	Karachi (Sindh)
Marital Status	Married

EDUCATION

Graduation (B. A)

From Karachi University.

Intermediate (Pre- Medical Group)

From Board of Higher Education Karachi.

Matriculation (Science)

From Board of Secondary Education Karachi.

WORK EXPERIENCE

Noman Group of Companies

2020 – Till date

FRONT DESK OFFICER / ADMIN OFFICER

Noman Group of Companies

01 Year

FRONT DESK OFFICER

Noman Group of Companies

Mar, 2017 to 2020

SALES OFFICER

- Generate sales leads.
- Identify and assess customer's needs to achieve satisfaction.
- Build sustainable relationship of trust through open and interactive communication.
- Provide accurate, valid and complete information by using the right methods.
- Meet personal / team sales target and call handling quotas.
- Handle complains, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Keep record of customer interaction, process customer accounts and file documents.
- Follow communication procedures, guidelines and policies.
- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs

Sheeba International Company

01 Year

COMPUTER OPERATOR

Duties are handling the clients and receiving the telephone calls of clients.

Apna Microfinance Bank

Operational Officer.