**SAMINA SAGHIR**

**22 Moin Abad, Near Al Falah Masjid,**

**Rafa E Aam Society, Malir Halt, Karachi.**

**Contact # 0336-8047452**

**Email: shahshah177@hotmail.com**

**OBJECTIVE**

To obtain a challenging position that will leverage on my significant experience and support a company growth,profitability and succes. I thrive in and seek an organization with a culture of excellence that would provide opportunity to utilize my skills, competencies and expertise.

**WORKING EXPERIENCE**

* **Intercolor Pakistan (Mar 2015 – Jun 2017)**
  + Working closely with the sales team on proposals and pitches for business
  + Helping Sales Team to fulfill order according to customer needs.
  + Managing Sales related documentation
  + Organizing different varieties of color catalogs.
  + Managing all documentation related to color oriented work.
  + Managing Computer related consumables details.
  + Organizing files and collecting data to be entered into the computer.
  + Reporting problems with the data.
* **ESSPL (Jul 2017 – Nov 2017)**

* + Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services
  + Working closely and collaboratively with customers to devise effective solutions
  + Helping Sales Team to fulfill order according to customer needs.
  + Producing detailed costings for customers and ensuring the contract is profitable
  + Keeping sensitive customer or company information confidential.
  + Working as CCTV vendor support.
  + Managing office related documentation.

**QUALIFICATION**

* **MASTERS (Economics)** from Federal Urdu University, Karachi.
* **GRADUATION** from Khursheed Govt. Girls College Karachi.
* **INTERMEDIATE (Pre Engineering)** **Liaquat Govt Girls College Karachi.**
* **MARTICULATION from Alfalah School Of Learning Karachi.**

**SKILLS**

* Complete Understanding of Microsoft Word / Excel / PowerPoint
* Database/Software Understanding and Handling
* Excellent Verbal and Written Communication Skills

**PERSONAL PROFILE**

* Father’s Name: Saghir Ud Din
* NIC No: 42201-9224458-6
* Marital Status: Single
* Date of Birth: 22-01-1986