**SUMAIRA AMIN**

E-mail address: [malihamaha@yahoo.com](mailto:malihamaha@yahoo.com)

Cell No +92 308 2670848 /+92 335 3035910

**Career Objective**

A challenging career opportunity at a progressive Organization where my education, technical skills and diversified work experience; can utilized for profitability and organizational growth.

**Education**

2001 Bachelor in arts from PECHS COLLEGE FOR WOMEN

**Other Education**

2000 Diploma in information technology.

1998-99 Diploma in fashion designing.

**Professional Experience**

**Worked at Leopard courier service**

As a telephone operator

2002 to 2003

**Worked at International Freight system**

As a marketing executive

Worked at Lion club

As a computer operator & office assistant

2005 to 2006

**Worked at Third Eye Enterprises**

As an Office Assistant & Computer Operator

2006 to FEBURARY 2008

**Working at Sun Consulting ( Canadian Immigration Consultant )**

As an telephone operator, receptionist Working on pabx system

and mailing department also

\*From March 2008 to Dec 2014

**Working in Innovation Pvt Limited**

as Marketing Executive

From March 2016 Till July 2018

**Working in Limton Customer Care**

As an telephone operator, receptionist and office assistant

From August 2018 till September 2019

**Extra Qualification**

Computer Skills

Operating Systems Windows 98, 2000, Millennium, XP

Microsoft Office XP

**Hobbies**

Designing,Listening music ,Watching movies

Computers games etc.

**Personal Profile**

Name : **Sumaira Amin**

Date of birth : 24th JULY

Nationality : Pakistani

Marital Status : Married

References

Available on request