CURRICULUM VITAE

Sana Sarwar Mohammad Sarwar Ghulam M. Mazhar

Objectives

Looking For a dynamic and challenging environment where I can apply my skills and loyalty in exchange for career guidance training and opportunity for advancement and expose of knowledge and skill that enhance me as a better individual and a skill professional experience.

EDUCATION

B. COM	GLOBAL INSTITURE	2001 – 2003	UM-AL-HSSSAN, BAHRAIN
GRADUATED COLLEGE DEGREE IN COMMERCE	PAKISTAN URDU SCHOOL	1999 – 2001	ISA TOWN, BAHRAIN
GRADUATED HIGH SCHOOL	PAKISTAN URDU SCHOOL	1997 – 1999	ISA TOWN, BAHRAIN

AWARD AND ACHIEVEMENT

❖ Diploma in Microsoft Office Xp

WORK EXPERIENCE

❖ **BAHRAIN SPECIALIST HOSPITAL (17-08-2009 – 27-06-2010)**

- Maintaining claims records of patients.
- Preparing documents.
- Bills for claims.
- Updating records report for supervisor.
- Re submission of claims and documents with insurance co's.
- Any other duties temporarily assigned.

❖ **CASHIER – CARREFOUR – SEEF, BAHRAIN (01-08-2008 – 01-03-2009)**

- Completed two months training program prior launch of carrefour.
- Attended training program for the post of cashier.
- Ensuring standards of customer service quality, First contact visitor service are met.

❖ **SALE EXECUTIVE – CITI BANK – SEEF, BAHRAIN (01-04-2007 – 01-11-2007)**

- Completed three months training program with advance marketing est.
- Learned different selling tactics and learned how to present myself when dealing with different customers.
- Maintain current customers records and provide constructive feedback.
- Communicate all process and client changes to direct reports within specific timeline.
- Learned and implemented strategies regarding credit cards and loan.

ADDRESS

P.O.BOX: 10180, Flat no 2, Building 526A, road 8, Isa Town 808 .

E-Mail Address:

tabishirfan@yahoo.com
tabishirfan@gmail.com

Mobile No:

33160030
33363009

Personal Information:

Date of Birth:

MARCH 13, 1982

CPR :

830309446

Nationality:

BAHRAIN

Status:

MARRIED

References:

✓ Reference will be furnished upon request along with original documents and experience letters.