**Sadaf John**

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Model Town,

Lahore, Pakistan

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Personal statement

I have worked as an assistant operations manager in a pharmaceutical company. My task was to maintain the warehouse (Logistics & Dispatch) Department. I am passionate about working in an environment which gives you chances for growth in future.

Work history

**Assistant Accounts & Admin Manager** , Gardezi & Co. Lahore

August 2017- till date

**Assistant Operations Manager**, A'raf Pharma, Lahore

June 2011 – July 2017

Leading a team of five staff in the department. As well as managing my team, I am involved in wider company decision making, including policy and logistics & dispatch decisions.

Strengths and achievements:

* Planning and implementing timely dispatch from order booking and invoicing
* Hiring, training and overseeing staff
* Follow-ups regarding payments and monthly sales.
* Supervising the warehouse staff to manage orders daily including their codings.

**Accountant cum Office Manager**, CWG Water Technology, Lahore

July 2009 – Dec 2010

Worked as part of accounts department as well as office manager . My job was primarily managing accounts, files and confidential data.

Responsibilities:

* Salaries & Overtimes calculations
* Cash handling
* Managing confidential files
* Organizing and overseeing weekly team meetings with CEO

**Consumer-Collection Department**, Standard Chartered Bank, Lahore

December 2006 – September 2008

Strengths and achievements:

* Cash handling
* Focusing (consumer product) collection of delayed payments i.e Credit cards
* Developing excellent customer service skills
* Becoming proficient at recovering installments/payments.

Education

**Master of Science**, (Management Sciences- major)

The University Of Lahore, 2010

**Bachelor of Commerce**, (IT)

The University of Punjab, 2006

Interests and hobbies

I am a very active person and enjoy spending time with my kids and family in my free time. I am like reading and surfing over the internet for recipes to make them in my leisure time.

Referees

Can be furnished upon request.