



PERSONAL DETAILS:

Name : Summiya Naz
Date of birth : 04-11-1998
Marital status : Single
Nationality & Religion : Pakistani & Muslim
Gender : Female
Visa status : Visit Visa
Contact no : +971 56 782 4771
E-mail : summiyanaz46@gmail.com

CAREER OBJECTIVE:

To serve a dynamic and progressive organization, this can give you my optimum skills and can offer different opportunities for experience and growth. I will be committed to perform quality work by applying my professional knowledge.

WORK EXPERIENCE:

April 2018 To June 2018

Worked as a admin staff coordinator in Black Elephant Security Services (UAE, Dubai)

Duties and Responsibilities:

- Prepare, send and organize the company's official documents.
- Develop an organized way to store and locate official document
- Update clients via mail or phone call prior to expiry of their contract.
- Operate the front office and perform customer relations.
- Receive important documents
- Answer phone calls

March 2019 To May 2019

Worked as a cashier in Kanz Hypermarket (Ajman)

Duties and Responsibilities:

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.

June 2019 to August 2019

Work as a document controller in Al Amaan typing center (Ajman)

Duties and Responsibilities:

- Receiving clients concern and problems, assisting clients on information they need and calling clients/ company to make a follow up regarding their concerns.

EDUCATIONAL QUALIFICATION:

Bachelor of interior designing in process “ **Indus University**” Karachi, Pakistan.

Higher Secondary Education from “**GDGC SRE Majeed**” Karachi, Pakistan.

Board of Secondary Education from “**WHES**” Karachi, Pakistan.

COMPUTER SKILLS:

- MSOffice (MS Word, Advanced MS Excel, PowerPoint and Access)
- Diploma in Computer (Adobe Photoshop, Dream Weaver, illustrator)

LANGUAGES KNOWN:

- English and Urdu (Reading, Writing and Good communication skills)