



# NOUREEN MALIK

## ABOUT

To work with a high reputed profile organization where my capabilities and previous experience of Admin & Technical will be utilized best and providing growth Opportunities.

## CONTACT

Call : +92306-7922225  
WhatsApp : +92332-3184957  
Email : noureenjeeg@gmail.com

## WORK EXPERIENCE

### 2015 · EXPRESSION SALON

Receptionist

- I have worked as a receptionist , attending calls and appointments Managing.

### 2016 CYBER LINK (CALL CENTRE)

Call operator

- Tasked to produce sales .

### 2017 · EXPO CENTRE (KHI)

Event Manager

Having A Good Experience With Different Brands.

Having a Different Positions Experiences in Expo.

- > Working As a "Host"
- > As a Brand "Ambassador"
- > As a "Volunteer"
- > As a "Event Organizer"

### 2018 SPECTRUM CONSULTANCY

As a "Marketing Manager " and "Operation Manager"

### 2018 ADMILL COMMUNICATION

As a "Supervisor" of my Marketing team . Managing , trained & briefing them about work .

### 2019 WB BY HEMANI

As a "Marketing Manager . I have to manage all there events & activities .

### 2019 BLACK+DECKER (ORG)

As a "Area Sales Executive" Manage sales .

# WORK EXPERIENCE

## 2020 MARKETING 786

Call operator  
Water supply centre . Booking  
appointments .

## 2020 CLOVER MART

CRO  
Worked as a data entry operator for a  
month .  
Worked as a sales girl & getting promoted  
to CRO

# EDUCATION

## 2013 MATRICULATION

From sindh board

## 2015 INTERMEDIATE

From sindh board

# SKILLS

Ø POSITIVE THINKING,  
ABILITY TO TAKE  
CHALLENGES, MOTIVES

Ø SINCERE, CONFIDENT  
AND HARD WORKER .  
Ø I HAVE KEEN SENSE  
OF LEARNING IN MY  
FIELD .

## LANGUAGES

- English
- URDU
- Arabic
- Pashto
- Sindhi

## PERSONAL INFORMATION

Father Name	:	Muhammad Rafique
D.O.B	:	06/11/1997
CNIC	:	423015-509472-6
Material Status	:	Single
Passport	:	KG926095

## REFERENCE

Refrence will be furnished if required.