

SANA ISMAIL

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Visa Status: 3 Month Visit Visa



CAREER OBJECTIVE

To work and involve in a competitive and challenging position for a company in the areas, which will, best utilize my skills and expertise with willingness to cooperate with others to produce a quality work beneficial to the success of an organization.

PROFESSIONAL EXPERIENCE

Neki welfare Trust

Project Manager

January 2016 – December 2018

- Communicate with suppliers and getting quotation.
- Managing all incoming and outgoing documents.
- Maintain all payment details
- Preparing clients appellations
- Responsible for Transport Management.
- Maintenance Establishment of Purchasing Files.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Perform various administrative and management functions for assigned accounts and official working such as recording address changes and purging the records of deceased clients / debtors
- Responsible for Scheduling and arrange meetings.
- Responsible to manage records of bookkeeping, journal, cash inflow / outflow.
- Responsible to handle Petty Cash Transactions.
- Handle incoming calls from customers.

City Medical Center Karachi

Cashier / Receptionist

March 2010 – December 2013

- Arranging Interview calls and forwarding to management. Handle incoming calls from customers.
- Provide information to callers
- Greet persons entering organization
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensures knowledge of staff movements in and out of organization
- General administrative and clerical support
- Schedule appointments
- Maintain appointment diary either manually or electronically
- Tidy and maintain the reception area
- Managing all incoming and outgoing documents.
- Preparing Reports on daily basis and keeping record of items on daily basis.
- Forwarding all report weekly and upon request to management.
- Proper File Handling and Reporting.
- Ability to do hard work with honesty and efficiently.
- Proper tagging and naming for files and records.
- Collecting and Selecting CV's for appropriate job requirements.

Academic Qualification:

- Bachelors University Of Pakistan
- F.A Pakistan
- S.S.C Pakistan

PERSONAL INFORMATION

- Date of Birth 07 August 1989
- Gender Female
- Marital Status Single
- Religion Muslim
- Nationality Pakistani
- Languages English, Urdu, Punjabi, Hindi
- Visa Stats 3 Months visit

CHARACTER REFERENCES

Reference will be furnished upon request.

DECLARATION

I hereby affirm that all statements made and data provided in this document are true and correct to the best of my knowledge and no attempt to conceal or withhold any information.

Applicant's Signature