

Kanwal Allyshan

Home Address: 201, 2nd Floor Arifa Garden, Prince Aly S Khan Street Garden East Karachi.

Cell No: 0315-2632995

Email Address: kanwal.allyshan@gmail.com

Objective:

To obtain a position that will enable me to use my strong organizational skills, management skills and expertise, and enjoys challenge seeking opportunity to learn and improve skills.

Personal Data:

- Husband Name: Allyshan Reimoo
- CNIC No: 42301-0183946-8
- Date of birth: 5th Dec'88
- Nationality: Pakistani
- Marital Status: Married
- Gender: Female

Qualification and Certification:

- Diploma in Early Childhood Development from IECED 2021 (Under Process)
- Certification in Early Childhood Development Training Program by Skill Development Council Karachi-2021
- Certification in Teachers Development Program from IBA-2021
- BCOM with First Division from Karachi University 2014.
- Passed H.S.C with A Grade in year 2006.
- Passed S.S.C with A-One Grade in year 2004.

Professional Experience:

THE WIZARD LAB – PRODUCTION HOUSE

Working as an Partner from 01-Feb-2020 till Date.

- Maintaining Accounts for the Company.
- Performing Human Resource work – Payroll and Hiring.
- Handling Advertisement task.
- Helps in Colour grading.
- Advertisement Direction.

TPL DIRECT INSURANCE.

Worked in TPL Direct Insurance from 11-Sep-2017 till 31-Jan-2020.

- Worked under FIG team.
- Handling Renewals
- Working with Outstanding Payments
- Bills Reconciliation
- Commission Booking
- Making daily MIS.

THE SMART SCHOOL.

Worked in Administration department from 01-Nov-2014 till 31-Jul-2015.

- Maintaining complete data of Student
- Fees Reconciliation
- Team Building and Staff Motivation
- Managing Events as per assigned activities
- Day to Day interaction with Parents and Teachers
- Complete Admin related work
- Assist Principal in analyzing Growth of Organization and Student Education Level

SUMMIT BANK LIMITED

Worked in Summit Bank Limited in Call Centre Department from 01-Apr-2014 till 30-Jun-2014.

- Dealing with calls in a highly professional manner.
- How to act as the first point of telephone contact for a customer.
- Handling complaints in a diplomatic way.
- Accurately updating customer records with information.
- Responding to customers who have special communication needs, such as language difficulties or disabilities.
- Answering any queries quickly and efficiently.
- Quickly understanding a callers point of view and to empathise with them.
- Able to respond and adapt to the needs of all customers.
- Fully aware of all laws & regulations regarding data protection.
- Quickly processing information

COLOR FILMS – PRODUCTION HOUSE.

Worked in Color Films from 1stAugust 2011 till 31st January 2014 as Marketing Assistant.

- Maintain reports for clients including "Customers Needs and Reports Strategy"
- Conducted extensive marketing on the Internet and analyzed information of competitors.
- Managed promotions and publicity campaigns.
- Grew business from one client to several including "Mobilink, Metro, ACI etc" being a major clients.
- Managed accounts and dealing with banks.
- Preparation of Bills and collection within the specific period of time.

- Fortnightly reconciliation of accounts.

TRG – THE RESOURCE GROUP.

Worked in TRG (The Resource Group) for TPL Direct Insurance Ltd from 9th Sept 2008 till 27th May 2011

- Deliver world class customer service and build customer satisfaction and loyalty.
- Ensure proper Renewals of Insurance Policies.
- Sale of Car Insurance Policy.
- Sale of Health Insurance Policy.
- Entertaining Customer Claims.
- Responsible for preparing daily MIS for renewals and sales.
- Conduct training for newly appointed staff.
- Provide effective and timely resolution of a range of customer inquiry.
- Any other task assigned by Supervisor or Management.

Trainings and Achievements:

- Achieved awards for Best Sales and revenue generated agent.
- Recognition as Best Employee of the year from TPL Direct Insurance Ltd in terms of 7 days trip to Malaysia and Bangkok in year 2010.
- Achieved WOW Award from TRG in year 2010 For 'Positive Attitude'.
- Achieved WOW Award from TRG in year 2011 for 'All Rounder'
- Received certificate from TPL Direct Insurance Ltd for 'Best Sales and Customer Service Agent' in 2011
- Being Employee of the month approx 16 times in 2.5years in terms of revenue generation for Quality maintenance.

Skills:

- MS Word, Outlook, Excel And Power Point.
- Typing approx 40 to 50 words in a minute.
- Good communication Skills in Urdu and English.
- Team Handling without Supervision.
- Work extra-mile to achieve targets.
- Team Building capabilities.
- Records Management.
- Versatile Manager.

Reference:

Provide at the time of Interview or upon request.