

CURRICULUM VITAE



NIGAR FATIMA

Address: House # A-320 Block 15 Gulistan e Johar Karachi Pakistan

Cell #: 0330-2639900

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Objective

Seeking challenging and responsible position where my education, abilities and potential can be fully and efficiently utilized, which offers opportunities of growth, to acquire more knowledge and skill, and to utilize my skill to serve in your organization. Good managerial and administrative skills. Strong convincing power and good customer dealing.

Professional Experience

Industrial Material Supply FZCO

As A Sale Cordinator

From 2016 Till 2019

- Handle the processing of all orders with accuracy and timeliness.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Making the company's products and services as attractive to potential customers as possible.

Fit Well Technical and Landscaping Gardening LLC
As An Accountant Cum Office Administrator
1st August 2014 Till 2016

- Looking after cv's, conduct interviews
- Looking after the staff responsibilities
- Keeping track of company accounts
- Reconcile the general ledger
- Making contracts with Clients
- Conducting meetings with customers
- Customer Services
- Working on staff daily reports and compiling their reports for further correspondence.
- Dealing with incoming and outgoing mail and general emails.
- Maintain the central filing system, general database and archive.
- Maintain close links and inform the Chief Executive of all issues likely to affect the operation of Junction Arts.
- Supervise completion of the payroll and Review payroll reports.

Oss Properties, DUBAI
As An Office ADMIN

1st, January 2014 till 30, April 2014

- Looking after the staff responsibilities
- Keeping track of company accounts
- Making contracts with Clients
- Conducting meetings with customers
- Customer Services
- Working on staff daily reports and compiling their reports for further correspondence.

IBEX GLOBAL Karachi – Customer Representative Officer
1st Jan 2013 to 30th December 2013

- Looking after the customer query
- Selling Sales product of the company.
- Solve the customer problem and fix heir issues.
- Customer services
- Network information and packages □ Sale company product.
- Meeting monthly sale targets

Inter trade Distributor - Hr Executive
1st Jan 2012 to 1st December 2013

- Recruitment

- Induction and on-boarding
- Attendance and leaves records
- Employee motivation
- Employee engagement

Computer Skills:

- Office automation
- MS Office
- Window XP/2000/7/8
- Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility and believe in “It pays to work hard”. □ Software: Microsoft Office, Presentations, Macromedia Flash etc.

Extra Skill:

- One year computerized Accounting course from Institute Of Business And Professional Development.
- Certified in participation in MARSUM Marketing Seminar on 13th Oct 2012 at Karachi University.
- One month communication skills course from IBA with A grade in 2012.
- MS Office
- Excel
- Internet Searching
- One year IT Course with A grade in 2009 from MAAFH Institute of IT.
- excellence in verbal and oral communication
- Web searching
- Downloading/uploading on sites, forums □ E-mail etc.

Language Skills:

- English
- Urdu

Qualification

B. Com – Passed in 2010 from Karachi University.

I.COM - Govt. Degree Girl’s College Gulshan-e-Iqbal

SSC- Matric from Young Citizen School in 2005

Additional Skills:

Soft Skills:

- Excellent interpersonal & presentation skills
- Ability to apply academic knowledge to real life situations
- Ability to handle pressure
- Flexibility to perform various tasks
- Performed as a team member and a leader in various multi disciplinary university level group coursework

Personal Information

Name: Nigar Fatima
Husband's Name: Muhammed Salman
D.O.B: 20-march-1988
Marital Status: Married
Nationality: Pakistani
Passport No: BN8457632
Visa Status: Employment Visa

REFERENCES :-

As per your request

