

Curriculum Vitae

NISHAT ZEHRA

SHARJAH UAE

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CAREER OBJECTIVE

To find a challenging job offering long term growth and career development in a large organization, where my worth is more than my compensation package to the organization.

PERSONAL SKILLS

- Determined, reliable, hardworking and trustworthy individual.
- Can work effectively as an individual or team environment.
- Good communication skills and can work under pressure.
- Emailing, Microsoft Excel, Microsoft Word.
- Confidentiality; and data protection and report all concerns to an appropriate person.
- A team player with high level of dedication.

EDUCATION QUALIFICATION

- **Bachelor (Commerce)** University Of Karachi Pakistan.
- **Intermediate (Commerce)** Govt Degree College, Karachi Pakistan.
- **Matriculation (Science)** Young Citizen Model Secondary School Karachi Pakistan.

PROFESSIONAL WORKING EXPERIENCE

- **Ardh Al Falah Auto Spare Parts** (March 2023 to Present) **As Sales Coordinator**
- **Business and Engineering Trends** (Dec 2021 to February 2023) **As Sales Coordinator**
- **Go Dental Clinic** (Oct 2017 to Nov 2021) **As an Accountant cum Cashier cum Front Desk Officer**
- **Go Dental Call Center** (Aug 2015 to Sept 2017) **As a Customer Care Representative**
- **Temperature Control Warehouse TCW** (Sep 2014 to Aug 2015) **As an Office Assistant**
- **Forhan's Private Limited** (Aug 2013 to Sep 2014) **As an Admin Assistant**
- **Pakistan House International Private Limited** (Dec- 2011 to July-2013) **As an Admin Assistant**
- **BOML CFS Warehousing** (Sep 2009 to Nov 2011) **As an Office Assistant**

EXTRA COURSES

- **English Language** Domino English Learning Center
- **MS Office** Technical Tips Center

LANGUAGES KNOWN

English, Urdu, Hindi & Punjabi

PERSONAL DETAIL

Nationality	:	Pakistan
Date of Birth	:	07-11-1991
Religion	:	Islam
Marital Status	:	Single
Passport Number	:	HM5124892
Passport Expiry	:	11-10-2031
Visa Status	:	Employment visa

DECLARATION

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

NISHAT ZEHRA