



📍 Hamdan Street, Abu Dhabi, UAE

📅 October 18, 1989

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🌐 Sana Afsal

## SKILLS

Creating and  
executing  
schedules

Organizing  
records

Adobe Suite

Power Point

Managing  
budgets

Time  
Management

MS Word

MS Excel

Process  
management  
and  
improvement

JIRA

Scrum & Agile  
Methodologies

Communication  
skills

## INTERESTS

Creative Writing

Project  
Management

Leadership

Resource  
Management

Payroll  
Management

Problem  
Solving

## LANGUAGES

English

Urdu

Professional

Native

Arabic

Novice

# Sana Afsal

Administrative Coordinator & HR

Motivated human resources professional with a drive for serving as a dedicated support specialist and energetic team member. 2 years experience in administrative coordination in managing employee and community outreach programs, and dedicated to working towards the mission of a company.

## WORK EXPERIENCE

### Pak logistics

(January 01, 2021 - June 01, 2023)

Administrator Coordinator

- Acting as a liaison between departments and external parties
- Ensuring compliance to set policies and parameters
- Coordinating responses as per queries of end users
- Generating various reports for internal and external stakeholders
- Proofreading, finalizing of letters and agreements
- Creating periodic reports
- Utilized customer relationship management (CRM) software (e.g., Salesforce, HubSpot) to track leads, manage customer interactions, and generate sales reports.
- Analyzed sales data using Excel identify trends, evaluate performance, and make data-driven decisions
- Leveraged social media platforms (e.g., LinkedIn, Twitter) to expand the customer base, generate leads, and establish an online presence
- Providing support for administrative, technical, and clerical functions of the team
- Streamlined recruitment processes, manage candidate profiles, and track application statuses.
- Leveraged online job boards and professional networking sites to source candidates and build talent pipelines.
- Leveraged video conferencing and collaboration tools (e.g., Zoom, Microsoft Teams) to conduct virtual interviews, meetings, and training sessions
- Utilized accounting software systems, such as MS Excel to manage financial transactions, track expenses, and generate financial reports.
- Utilized advanced Excel functions and macros to automate financial processes, perform complex calculations, and improve efficiency

🔗 <https://www.paklogistics.net/pak-logistics.html>

## EDUCATION

### University of Punjab

(September 01, 2010 - July 01, 2012)

Bachelor's of Commerce, Commerce

🔗 <http://www.pu.edu.pk/>