

AMNA NASEER MUHAMMAD RAMEEZ



OBJECTIVE

To get the challenging job in a dynamic organization that offers growing career opportunities in an accommodating and competitive environment that contributes towards professional excellence. Intend to build a career in leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.



ADDRESS

Flat# 118 7-Even(B) Building,
Dubai Investment Park 1 Dubai
UAE



PHONE

+971-58-1074795



EMAIL

amnarameszlqt@gmail.com



PASSPORT

(PC9821911) Valid till 06-
June-2028

VISA STATUS

Visit Visa valid till 04-Feb-2024

DATE OF BIRTH

26-August-1998

EXPERIENCE

Administrator (From Jan , 2019 to Dec 2021 in Cambridge School Liaquat Pur)

- **Administrator:** Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance. Manage phone calls and correspondence (e-mail, letters, packages etc.). Create and update records and databases with personnel, financial and other data. Track stocks of office supplies and place orders when necessary. Submit timely reports and prepare presentations/proposals as assigned. Assist colleagues whenever necessary.

Customer Service Officer (One Year)

- **Customer Service:** Dealing with unhappy customers and handling complaints. Answering both general/specific customer questions about the company's products/services is a key responsibility of many service agents. Receiving and processing incoming orders. Moreover, transactions as well as handling order cancellations, product returns, or exchanges. Resolving product/service issues, troubleshooting problems, and providing ongoing technical assistance to customers. Providing information about a company's special offerings and upselling related products/services.

EDUCATION

- **(Masters)** MA.(Urdu) from Islamia University Bahawalpur. (2022)

OTHER ACHIEVEMENTS

- Have passed 6-months computer course from NEXT GENERATION COLLEGE Liaquat Pur(Rahim Yar Khan).

REFERENCES

[Available upon request.]