



PERSONAL INFO

Nationality : Pakistan
Gender : Female
Religion : Islam
Date of birth : 08/OCT/1989

PASSPORT DETAILS

Passport No : FJ1813462
Date of Issue : 07/APR/2021
Date of Expiry: 07/APR/2031

LANGUAGE KNOWN

- English
- Urdu

CURRICULUM VITAE

Sanober Aslam Salimi

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Email: snober.aslam@gmail.com

VISA STATUS : EMPLOYMENT VISA

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

WORK EXPERIENCE

COMPANY : Sky Travels and Tours

DESIGNATION : Ticketing Agent

DURATION : 1 year

RESPONSIBILITIES

- Able to make accurate booking for customers
- Calculate expenses and write and sell ticket to the passengers
Help passengers by answering questions on travel arrangements
Help passengers to travel for their trip
- Help to make and confirm reservation
Provide good customer service
- re-book tickets and other arrangements

COMPANY : Hescon Company

DESIGNATION : office assistant

DURATION : 1 year

- Perform clerical duties including but not limited to. Mailing and filling correspondence 'preparing payroles ' placing order and answering calls .
- Interact with clients visitors and venders
- Arrange meeting by reserving rooms and managing refreshments
- Photocopies scan and file appropriate documents.

COMPANY : Sir Syed College Wah

DESIGNATION : Assistant Teacher

DURATION : 3 years

- Well differentiated lesson planning
- Caring and supporting of student needs
Prepare
- Prepare resources
- Formative assessment and evaluation
- Build good relationship with parents
- Organise outside learning

COMPANY : Sir Syed College Wah
DESIGNATION : Laboratory Assistant
DURATION : 3 years

- Prepare lab equipment for upcoming research experiments
- Report data compile information into graph and documents
- Clean and maintain lab equipment
- Use testing items and subject to gather results

COMPANY : Dubai Taxi Corporation (RTA)
DESIGNATION : Bus Supervisor

- Now I am working in bus supervisor in dubai taxi corporation (RTA)

EDUCATION QUALIFICATION

Matriculation **2010-2011**

Govt. girl high school multan Pakistan 55%

Intermediate **2012-2014**

Allama Iqbal open university Islamabad pakistan 68%

Bachelor mass communication **2015-2017**

Allama Iqbal open university Islamabad Pakistan 66%

Master degree **2017-2019**

Sargoda university Punjab Pakistan 65%

SKILL

- 1 year diploma information technology Lahore Punjab 80%
- 3 month air ticketing course from Lahore board 80%
- Humble willing to learn accessible and frank 80%
- Good sense of responsibility and dedication to work 80%

DECLARATION

I have by declare that the above-mentioned information is correct to best of my knowledge and belief.

Sanober Aslam Salimi

SIGNATURE:.....