

COVER LETTER

It is with great interest that I am forwarding my CV/Resume for your consideration. My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee. My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

If you are seeking a young, enthusiastic individual, who is hard working, keen to learn and is as committed as it takes to achieve the desired goal, then please consider my credentials and provide me with an opportunity to present myself to you.

For any further questions that you may have, please feel free to call me anytime on my mobile number +923357773779

Thank you for your attention to these materials. I certainly look forward to exploring this further with you.

Yours truly,

Nida Sadozai

NIDA SADOZAI

Mobile: 0335-7773779

Email: nidakhan2222@gmail.com

House No. 9, Street 188, Phase 1,
Jinnah Gardens, Islamabad.



OBJECTIVES:

To be part of a dynamic & reputed team of professional striving for excellence in delivering quality service & product, inspiring mutual growth & contributing creative solution towards achievement of organizational goals.

PROFESSIONAL SUMMARY:

- ✓ Five Years of Experience in Management, Administration and Processing.
- ✓ Computer Skills, MS Excel, MS Words and internet surfing.

PROFESSIONAL WORK EXPERIENCE

Organization: Kolachee International Pvt. Ltd.

Time Period: April, 2020 – September, 2021

Designation: Manager

Responsibilities:

- ✓ Oversee all official matters including management and staff.
- ✓ Reconcile bank deposit, deposited by collector, bank reconciliation statement.
- ✓ Briefings and presentations to NRTC.
- ✓ Any other assignment assigned by directors.

Organization: Mansha Brothers

Time Period: 2017 – 2020

Designation: Coordinator to Director

Responsibilities:

- ✓ Managing all meetings and appointments of director.
- ✓ Market surveys.
- ✓ Planning and organizing meetings for director.
- ✓ Preparing minutes of meeting and agendas.
- ✓ Administrative controller

Organization: A&A Hashmi UK

Time Period: 2013 – 2015

Designation: Processor

Responsibilities:

- ✓ Processing all contracts.
- ✓ Managing online portal and website of company.
- ✓ Uploading updates.

✓ **QUALIFICATION**

- ✓ M.Phil in International Relations
- ✓ Masters in International Relations
- ✓ Bachelors in Political Science

TECHNICAL SKILLS:

- ✓ Leadership
- ✓ Hardworking
- ✓ Good communication skills
- ✓ Team work

PERSONAL INFORMATION

Father's Name	Muhammad Akram
Date of Birth	8 August, 1994
Marital Status	Single
Nationality	Pakistani
Language	English, Urdu, Kashmiri