

03472503280

shanuurosa@gmail.com

OBJECTIVE

Seeking a position in an organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

SKILLS

- Computer proficiency
- Adaptability
- Communication
- Creativity
- Customer Service
- Leadership
- Critical Thinking
- Problem solving
- Team work

INTERESTS

See nature

- Reading
- Art & craft
- Gaming

Researching

LANGUAGE

- English (intermediate)
- Urdu (Advance)

SANA ISLAM

House#16 Sector 14-B Shah Khalid Colony Orangi Town Karachi

EXPERIENCE

ITBW college of IT

01-01-2017 - 28-02-2023

Receptionist

- Serves visitors by greeting, welcoming and directing them appropriately.
- Maintains security and telephone communication system.
- Forms and fee recovery from students.
- Informs visitors by answering or referring inquiries.

HANDS Pakistan

01-11-2022 - 31-12-2022

outreach facilitator

- Responsible for data collection & keep all required data of outreach children.
- Responsible for daily basis, weekly and monthly report to project coordinator.
- The outreach facilitator provides education activities of outreach children beneficiaries.
- Ensure that children feel comfortable, safe and respected parents and the community.
- Regularly to keep them informed of any developments or problems within the child friendly and surrounding areas.

HANDS Pakistan

05-08-2022 - 28-11-2022

Project associate

- Mobilize to community
- crowd control
- Collecting data from vulnerable peoples/ beneficiaries
- Coordination with donor

National Bank of Pakistan

23-08-2021 - 04-08-2022

Customer service representative

- Archive answer about account types and banking products, such as money market accounts, loans and debit cards.
- Check on the status of customer accounts and track checks and payment.
- Review and explain account charges.
- Assist customers with replacing lost

BRAC Pakistan

01-01-2015 - 31-12-2018

Teacher

- Create daily lesson plans that are engaging, educational and exciting for the kids, encouraging them to want to come to school.
- Deliver lesson plans in a way that catches the attention of the students and keeps them occupied and excited about learning.
- Grade papers and homework regularly to keep students updated on how they are doing and to head any problems off before they become habit.

EDUCATION

University of Karachi

Passing Year - 2020

Graduation (BA)

Govt girls college

Passing Year - 2017

Intermediate (commerce)

Faran High School

Passing Year - 2015

Matriculation (Science)