

QURRAT UL AIN



Contact

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Languages

English – A1
Urdu – A1
Pashto – A2

Hobbies

- Reading
- Cooking
- Travelling

Summary

I have done Masters in commerce. Strong background in project management and customer relations.

Skill Highlights

- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused

Experience

Organization In Initiative For Development And Empowerment **Axis-Idea -03/2023**

Dawlance - 02/2020 to 12/2022

Customer Support Officer, Pakistan

- Serve in the Service department of Dawlance Company.
- Deal with the customer on phone calls and a person.
- To give best services to the customer regarding faulty units.
- To satisfy the customer about the quality and services of the product.

World Health Organization – 01/2018 to 06/2018

Focal Person Polio Vaccine Campaign, Pakistan

- Polio project based.
- Served as a coordinator assistant in field work and office work.
- To report the coordinator regarding field work via emails.

UNICEF- 08/2015 to 11/2017

Area Supervisor Polio Vaccine Campaign, Pakistan

- Served as an Area Incharge as a team work.
- To visit all the area which given in my duty.
- To check the teams and support them in the field work as a supervisor.

Reman Medical Institute—01/2012 to 02/2013

Receptionist, Pakistan

- To attend the patients and giving them beds.
- To guide them for the given prescriptions by the doctors

Education

Master in commerce: - 2015

University Of Peshawar

Certifications

DIT (Computer related. Like Ms Office.