



# Rizwana Sami

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## Objective:

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To pursue my career in a dynamic organization which provide ample opportunities of growth, personal development and is conducive to utilize my potential and experience to the maximum.

## Academic Qualification:

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|----------------|-------------------------------|------|
| ▪ B.A          | from Govt. P.E.C.H.S College  | 2004 |
| ▪ Intermediate | from Govt. P.E.C.H.S College  | 2001 |
| ▪ Matric       | from Hill Crest School System | 1999 |

## Professional Experience:

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- Worked as a CRMU Officer in Summit Bank Ltd. From Sep 2022 to March 2023.
- Worked as a Phone Banking Officer in Summit Bank Ltd. From Dec 2014 to Aug 2022.
- Worked as a Tele Sales Executive in Leo Net Pvt. Ltd. From Sep 2012 to Feb 2013.
- Worked as a Customer Service Officer in New Connection Department of KESC Ltd from March 2010 to November 2011.
- Worked as a Computer Instructor in Ghazi Foundation School System from 2006 to Feb 2010.
- One-year experience as a Marketing Executive at Stox Portal International in 2006.
- One-year experience as a Marketing Executive at Mars Security (Pvt.) Ltd in 2005
- One-year experience as an Assistant of Engineering at Innovative Computer & Media House in 2004.

## Computer Skills:

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- CIT from Ghazi Foundation College in 2001.
- One-year Diploma in Graphic Designing from Ghazi Foundation College in 2007.
- MS-Office 2010 [**MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook**]
- E-mailing, Internet surfing.

## Personal Information:

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Father's Name: Abdus Sami Khan  
Address: Flat # L-13 Ruknuddin Square, Sharifabad F.B Area Block-1, Karachi  
Date of Birth: 19<sup>th</sup> December 1980  
CNIC No: 42101-1567356-8  
Marital Status: Single  
Cell No: 0346-2242873, 0317-77764795  
Email Address: [m\\_akhan2005@hotmail.com](mailto:m_akhan2005@hotmail.com)