**SANA SHAHID**

E-mail Addres: xyz@gmail.com

**CV Objective:**

Attainment of a challenging position in a dynamic corporate environment that provides a learning experience and utilizes my professional skills and knowledge in the field to ensure the company's success.

**Academic Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Institution | Board/University | Academic Year |
| MSC | University of Karachi | Karachi | 2016 |
| BSC | University of Karachi | Karachi | 2010 |
| HSC | Riaz Govt Girls Degree College | Karachi | 2006 |
| SSC | Zubair Public School | Karachi | 2003 |

**Extra Qualification:**

Diploma In Information Technology (DIT) from University Of Karachi.

**Computer Skills And Other Abilities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills** |  | **Last Used/Practice** |
|  |  |  |  |
|  1 | Word Processing |  | Currently Using |
|  2 | Spread Sheet (Excel) |  | Currently Using |
|  3 | Soft Presentation (PowerPoint) |  | Currently Using |
|  4 | Internet Surfing / Email |  | Currently Using |
|  |  |  |  |

**Job Experience:**

* Currently working as a Customer Care Representative at K- Electric.
* Internship at PCSIR (Pakistan Council Of Scientific And Industrial Research Laboratories Complex) Applied Physics Computer and Instrumentation Centre (APC & IC) Departments.

**Workshops And Seminars:**

* Attended SAP ,CRM Training organized by K- Electric.
* Attended Customer Rules Training organized by K- Electric.
* Attended Electronics World Training organized by University Of Karachi.

**Personal Profile:**

Date of Birth: 18-April-1988

Place of Birth: Karachi (Sindh)

Nationality Pakistani

Marital Status: Single

Religion Islam

**References:**

Available upon requirement.