



SHABINA AHSAN

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PROFESSIONAL SUMMARY

A Business Administration undergraduate student at KASBIT with an interest in Worldwide Visa Documentations and consultancy while having few years of experience in the field of Travel & Tourism as well as years of experience in Sales and Marketing too. Seeking a dynamic & challenging opportunity for a growth oriented organization to expand my skills and to promote my professional growth while providing exceptional positive contributions to the organization.

NK EMBROIDERY

Feb 2022 - July 2022

Customer Representative

- Sales on call.
- providing complete details of the work to the client.
- Registering them on the website.
- Updating clients data and information.
- Contacting with clients via Email.

PREVIOUS EMPLOYMENT HISTORY & EXPERIENCE

LEVELUP INTERNATIONAL TRAVEL & TOURISM

Oct 2019 - 20 Feb 2022

Visa Consultant

- Visit Visa consultancy with complete file preparation for USA , UK, Canada, Schengen , Australia, Thailand , Malaysia etc
- Providing Quotation of Worldwide Tour Packages includes Accommodation, transfers, complete visa preparation charges and tickets rates.
- Creating and updating electronic records of clients.
- Providing assistance in securing travel documents like Travel insurance.

INT DIGITIZING

July 2017 to Dec 2017

Marketing Executive

- Sales on call.
- providing complete details of the work to the client.
- Registering them on the website.
- Updating clients data and information.
- Contacting with clients via Email.

DIGIT-IT

April 2018 to July 2018

Marketing Executive

- Sales on call.
- providing complete details of the work to the client.
- Same as above job description.

VICTORIA EDUCATION CONSULTANTS AUSTRALIA VECA

March 2021 - May 2021 (Paid Internship)

Administration Officer

- Filling forms
- Maintaining Student Records
- Applying to different Universities.
- Making Statement of Purpose.

EDUCATION

KHADIM ALI SHAH BUKHARI INSTITUTE OF TECHNOLOGY (KASBIT)

Sep 2019 - Aug 2023

Bachelors in Bussiness Administration (BBA)

Shabina Ahsan

In Process with a current overall CGPA of 3.5.

BOARD OF INTERMEDIATE, KARACHI.

2018

Intermediate (Commerce)

Cleared HSC in Pre-Medical with A Grade.

BOARD OF SECONDARY EDUCATION, KARACHI.

2016

Matriculation (Science)

Cleared SSC in Science with A-one Grade.

SKILLS

- Communication.
- Content Writing
- Decision Making.
- Time Management.
- Self-motivation.

LANGUAGES

URDU (Native Language or Bilingual Proficiency), **ENGLISH** (Professional Working Proficiency)

CERTIFICATIONS

ENGLISH LANGUAGE

May 2016 - Aug 2016

Domino Language Center

PARTICIPATION CERTIFICATE IN SPEECH COMPETITION

2014

The Deputy Commissioner Karachi Central

CERTIFICATE OF MERIT IN INTER SCHOOLS FINAL SPEECH COMPETITION

2015

Nazaria-E-Pakistan Trust Sindh

CERTIFICATE OF PARTICIPATION IN THALASEMIA YOUTH CONVENTION 3.0

2019

Hamdard University

MS OFFICE

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

INTERESTS

- Book Reading
- Content Writing
- Singing

PERSONAL INFORMATION

Father Name: Ahsan Ali Khan

Religion: Islam

Marital Status: Single

Nationality: Pakistani

Shabina Ahsan