

Data

NOREEN FATIMA

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OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Skills

Payroll Administrator

MS Office

Microsoft Office

Teambuilding

Written communication

Professional Summary Employment history

Admin & HR officer, Zak International. Karachi, Pakistan

Oct. 2019 – Present

- Use computers for various applications, such as database management or word processing.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Complete forms in accordance with company procedures.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Identify staff vacancies and recruit, interview and select applicants.

HR Officer, Humza Engineering solution. Karachi, Pakistan

2018 – 2019

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Identify staff vacancies and recruit, interview and select applicants.
- Making Quotation for customers.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Make copies of correspondence or other printed material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.

Education

➤ **ILMA University, Karachi, Pakistan**

BBA, Banking & Finance, Present

➤ **Government College of Commerce and economics.**

Intermediate, Commerce, 2016

➤ **Muslim Primary & Secondary School.**

Matriculation, Science 2016

Personal Information:

F.Name : Ahmed

Status: Married

Religion : Islam

DOB:06-04-1997

Tele Sales Officer, United Bank Ltd. Karachi, Pakistan

2016 – 2017

- Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.
- Provide assistance for customers with special billing requests.
- Provide relay service for hearing-impaired users.
- Keep records of calls placed and received, and of related toll charges.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments

Teacher, Al Rehman Public School. Karachi, Pakistan.

2014 – 2015

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Prepare materials and classrooms for class activities.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Assign and grade class work and homework. Prepare reports on students and activities as required by administration

REFERENCE:

To be furnished upon request.