

# Curriculum Vitea

**Amna**

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## **Career Objective:**

I'm encouraged hardworking person. I'm an active listener and try to fulfill my duties honestly. I have round 3 years' experience. As I'm a good learner and can learn things quickly. I have good stamina to face the problems. I'm hopeful and have eligibility to do any kind of work.

## **Education & Training:**

Sr.	Degree Name	From-to	Institute Name	Address
01.	FSC-Pre Engineering	September 2017-May 2019	Punjab Group of colleges, Gujranwala	Civil Lines Session Court Road, Gujranwala.
02.	Material Evaluation and Mechanical testing	July 01 2019-September 31 2019	Punjab Skills Development Program- Daska	Galotian Morr, Daska Sialkot.

## **Experience:**

### **Touchstone Communications:**

Working in Touchstone as **Data Analyzer** in Call Monitoring Unit since 06<sup>th</sup> July 2021 to 18 March 2022;

My responsibilities are as following;

Preparing transcription for recorded calls.

Clarify audit objections for ensuring accuracy 100%.

## **Unique Technical Training & Vocational Center:**

Worked as **Computer Operator** in UTTVC in Shatabgarh road Sialkot from 07<sup>th</sup> Januray 2019 to 12<sup>th</sup> October 2020;

During job at UTTVC my responsibilities were as following;

- Data collection, compiling and maintaining record in MS Excel.

- Update data on web link.

- Maintain hard filing for record.

## **360 informatic:**

Worked as Senior Data analyzer from November 2020 to February 2021;

Performed following responsibilities;

- Analyzing recorded call for quality assurance.

- Preparing transcription for recorded calls.

- Clarify audit objections for ensuring accuracy 100%.

## **References:**

Reference will be furnished on demand.