

HINA MANOJ

☎ 0335-3322069

✉ Hinaramesh@hotmail.com

📍 City Towers, Lasbela

PROFILE

Dedicated and detail oriented with Strong creative and analytical skills.
Ability to listen attentively and solve problems efficiently.

SKILLS

- Independent worker
- Well organised
- Patient
- Problem-Solving
- Strong Communication

EDUCATION

DIPLOMA IN FASHION DESIGNING

Indus University

2018 - 2024

BACHELOR OF COMMERCE

Govt College of Commerce&Economic

2014 - 2017

INTERMEDIATE IN COMMERCE

Trinity Girls College

2012 - 2013

MATRICULATION IN COMMERCE

St.Patricks Girls High School

2012 - 2002

EXPERIENCE

FABRIC PRINT DESIGNER ✓

Freelance

March 2023 - Present

CLIENT SERVICE EXECUTIVE

Steps Ahead Private Limited

August 2017 - July 2018

- Shortlist candidates for upcoming job positions
- Schedule interviews and Manage Employment process
- Maintain client records

CUSTOMER SUPPORT REPRESENTATIVE

Eplanet Communications ✓

May 2017 - November 2017

- Answer calls ,provide information about company's products
- Maintain customer records and account details
- Follow communication guidelines, policies and procedures

ENGLISH TEACHER

Mama Baby Care Cambridge School

January 2017 - June 2017

- Maintain student records , attendance , weekly tests , exam scoring
- Preparing lessons and organise classroom activities
- Build relationship with parents to update them on student progress