

# SAROSH PERVAIZ

## CONTACT

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## EDUCATION

(February 2024)

**Bachelors In Computer Science,**  
SINDH MADRESSATUL ISLAM  
UNIVERSITY  
– Karachi, Sindh

## KEY SKILLS

Microsoft Office



Urdu and English



Service-Oriented Mindset



Typing speed of 70 WPM



Problem solving



## CERTIFICATE

(May 2019)

Training for Sales Assistant in  
Retail Sector / TUSDEC

## PROFILE

Highly motivated employee with desire to take on new challenges. Strong worth ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## PROFESSIONAL EXPERIENCE

(September 2021 – Present)

### Receptionist

REHAN DENTAL SURGERY – Karachi, SD

- Managed the front desk, serving as the first point of contact for patients and visitors.
- Handled incoming calls, scheduled appointments, and addressed inquiries with a professional and friendly demeanour.
- Cultivated positive patient relationships by providing exceptional customer service.
- Assisted in administrative tasks, including data entry, filing, and maintaining patient records in compliance with privacy regulations.

(June 2019 – August 2020)

### Sales Executive

STAFFSHAW – Karachi, SD

- Conducted outbound sales activities, including cold calling and email campaigns, to initiate contact with potential clients.
- Customized outreach strategies based on target audience and market trends, resulting in increased response rates.
- Spearheaded lead generation efforts, identifying and targeting potential clients through strategic inbound and outbound approaches.
- Cultivated strong relationships with clients through consistent communication and personalized interactions.