

QURATULAIN HASSAN

A-38 Basera Complex Block#2 Gulshan e Iqbal, Karachi., ,
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CAREER OBJECTIVE

Seeking a dynamic and Professional Organization offering ample Opportunities for diversified experience, enhancement of professional skills and career growth as well.

EXPERIENCE

- **Omni Academy** *May 2016 - September 2016*
Front Desk Officer
*To help Institute to get new admissions in I.T programs.
*To manage and record student's data.
*To maintain classes attendance.
*Welcoming and greeting walk-in comers and provide them information about different programs.
- **S.Azhar IELTS & Education Consultancy** *October 2016 - February 2017*
Receptionist
* Co-ordinating with IELTS students.
* Helping and Preparing them for their IELTS exams.
*Welcoming new comers and get involved in office management work & so on.
- **Marketing Maestros** *February 2019 - March 2020*
Customers Support Executive
*Making calls through dialers and convince new customers to buy the products & services of the company in USA.

EDUCATION

- **City High School**
Matriculation
71%
2012
- **Karachi Board**
Intermediate
60%
2018

INTERESTS

- Travel
- Reading & writing
- Web Surfing

PERSONAL STRENGTHS

Fast Learner
Friendly
Punctual
Able to work under pressure

PERSONAL PROFILE

- Date of Birth : 04/12/1995
- Marital Status : Married
- Nationality : Pakistani
- Known Languages : English/ Urdu/ Punjabi
- CNIC# : 34201-7534670-8

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