

SANA FATIMA

Flat#402,Khurram Heights,Gulshan-e-Iqbal,Block-2

Karachi, Pakistan

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OBJECTIVE:

To pursue my career in Human Resource field and to become an asset for the organization by using my experience and skills.

SUMMARY OF QUALIFICATIONS:

- Bachelor of Science-2006
- Bachelor of Education:2008
- 10 years of Experience as a Human Resource Professional
- 3 years of Experience as a Travel Services Executive
- Attended KU Career Fair – 2017/2018
- Attended Tourism Expo – 2019

SUMMARY OF SKILLS

- MS-OFFICE
- MS EXCEL
- HANDS ON ERP SOFTWARE

PROFESSIONAL BACKGROUND HIGH-Q PHARMACEUTICALS:

TOUR SERVICES EXECUTIVE-2017-UP TO DATE

- Assists individuals and groups in planning, organizing, and booking travel

- Conducts research according to the requirements of the client; get the most affordable deals if that is what the clients wish
- Provides a list of suggestions that the clients can choose from
- Provides clear information for each choice so that the clients can decide properly
- Coordinates with tour operators and travel agencies regarding tour package choices; bargains with them to get the most affordable rates
- Monitors weather conditions
- Keeps track of the customers while on travel and provides assistance as the need arises
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed

HUMAN RESOURCE EXECUTIVE:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program.
- Counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

AL MURTAZA SCHOOL

OCTOBER 2013-SEPTEMBER 2014

- Have worked as an English Teacher

BEACON LIGHT ACADEMY

OCTOBER 2014-MAY 2015

- Have worked as an English Teacher

ORTHOPAEDIC AND MEDICAL INSTITUTE PRIVATE LIMITED
HUMAN RESOURCE EXECUTIVE 2006-2013

- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
 - Contributes to team effort by accomplishing related results as needed
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Supports organization staff by establishing a recruiting, testing, and interviewing program;
- counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes