

# Syeda Anum Imran

Mobile no:052-2279187

Email: [angelz87\\_1@hotmail.com](mailto:angelz87_1@hotmail.com)

Sponsor visa

Abu Dhabi

<b>Objective</b>	Seeking a challenging position in a dynamic organization where I can utilize my potentials, enhance my skills and work towards continual professional development and organizational success.
<b>Professional Experience</b>	<p><b>THE IMPULSE FZE DUBAI as a Administrative Officer</b> <b>May 2016 till Sept 2019</b> <b>Job Responsibilities:</b></p> <ul style="list-style-type: none"><li>▪ Acquiring and consequently maintaining relationship with a diversified array of customers.</li><li>▪ Prepare and retain records of various reports on computer.</li><li>▪ Schedule business appointments and meetings with existing customers and new customers</li><li>▪ Answering telephone calls and give information regarding company products.</li><li>▪ Sending quotations for new customers and existing.</li><li>▪ Handling complaints</li><li>▪ Generating new leads through social media.</li></ul> <p><b>The CAS School as a Administrative Assistant</b> <b>December 2011 till February 2015</b> <b>Job Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Dealings with parents, Checking records of students and maintaining staff attachment register.</li><li>• Answering queries regarding admissions.</li><li>• Preparing excel sheet and organizing the events for school.</li><li>• Help in preparing results for CIE students.</li><li>• Customer services.</li></ul> <p><b>SAMBA BANK as a Personal Banker</b> <b>January 2010 till November 2011</b> <b>Job Responsibilities:</b></p> <ul style="list-style-type: none"><li>▪ Acquiring and consequently maintaining relationship with a diversified array of customers</li><li>▪ Manages a portfolio of approx 50mm, which includes a company accounts as well as individuals</li><li>▪ Introduces over 100 new to banks</li><li>▪ Aligned with the bank strategy, secondary focus was to increase retention via relationship deepening through lending, investment and bank assurance products</li><li>▪ Managing customer arrival at the branch and ensuring prompt services and complaint resolution</li></ul>

<b>Education</b>	<b>University Of Karachi</b> <ul style="list-style-type: none"> <li>M.com (Management) in 2009 securing 3.4 GPA</li> </ul> <b>University Of Karachi</b> <ul style="list-style-type: none"> <li>B.com ( Hons) in 2008 securing 2.66 GPA</li> </ul> <b>Board of Higher Education, Karachi.</b> <ul style="list-style-type: none"> <li>HSC Examination in 2005 in Commerce Group</li> </ul> <b>Board of Secondary Education, Karachi.</b> <ul style="list-style-type: none"> <li>SSC Examination in 2002 General science</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>Punctual and professional devoted to a task once assigned</li> <li>Fast and quick adaptability to an environment</li> <li>Ability to work in team or individually</li> <li>Good analytical and communication skills</li> <li>Honest and reliable</li> </ul>
<b>Seminars</b>	<ul style="list-style-type: none"> <li>Islamic banking at University of Karachi 2006</li> <li>Entrepreneurship at University of Karachi 2007</li> <li>Career Development at University of Karachi 2008</li> </ul>
<b>Project Report</b>	<ul style="list-style-type: none"> <li><b>Bus. Research Methodology:</b> On sugar crises in Pakistan</li> <li><b>International Business:</b> World's Pakistan and Hungary (selected country) Economic and Political scenario</li> <li><b>Banking:</b> nationalized Banks of Pakistan</li> <li><b>Bus. Communication:</b> Dictation</li> <li><b>Human Resource:</b> Public Relationing</li> </ul>
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>Ability to work on all window based packages</li> <li>MS-Office (Word, Excel, PowerPoint)</li> <li>Excellent Knowledge of Internet and Email</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>English</li> <li>Urdu</li> </ul>
<b>Personal Information</b>	Name: Syeda Anum Imran Husband's Name: Imran Akhtar CNIC: 42101-0192369-8 Marital Status: Married Date of birth: Dec 08, 1987 Religion: Islam Nationality: Pakistani
<b>References</b>	Available upon request.