

**BSc 2016**



**Date of Birth:** 08/06/1996

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## **Shahar Bano**

**Assistant Service Support at Vertex Medical Warehousing |ERP  
Management |Business Operation | Business Development |Business  
Sales | Business Reporting**

### **EDUCATION & QUALIFICATIONS**

<b>University of The Punjab</b> Bachelor of Science (Majors) Math	<b>2016</b>
<b>Punjab Group of Colleges</b> Intermediate in Computer Sciences	<b>2014</b>

### **EXPERIENCE**

<b>Vertex Medical private Limited</b> <i>Assistant Service Support</i>	<b>Jan 2021 – To Date</b>
<ul style="list-style-type: none"><li>• Responsible of Making following reports in Excel and maintain on ERP</li><li>• Medical equipment installation reports</li><li>• Equipment service report</li><li>• Store issue requisition</li><li>• Repair Work Orders</li><li>• Stock Supply Orders</li><li>• Stock Purchase Orders</li><li>• Stock quotations Report</li><li>• Responsible of managing company official emails and letters, to assign task to engineers, for managing files of all reports in printed, for managing staff attendance, to support field staff with relevant data as per requirement, field visit approval to engineer, sign store issues requisition with service record file.</li><li>• Responsible to make schedule of Planned Preventive Maintenance, to dispatch quotation to relevant stakeholder, to make equipment entry number in warehouse, to tag equipment job number for repairing staff.</li></ul>	
<b>Agha's International (Pvt) Ltd.</b> <i>Business Development Officer</i>	<b>Aug 2019 – Jan 2021</b>
<ul style="list-style-type: none"><li>• Online store listing with E commerce stores</li><li>• Online &amp; Offline meeting with renown stores for contract</li><li>• Responsible for keeping the record of online orders</li><li>• Ensure timely dispatching of desired order by any online store</li><li>• Maintaining sales data of sub brands (adore &amp; aarch) by using ERP</li><li>• Arranging company indoor and outdoor events</li><li>• Responds to inquiries by vendors related to products</li><li>• Maintaining Daily Sales data &amp; Expanse sheets</li><li>• Maintaining payroll accounts of whole staff</li><li>• Manage e-stores at Daraz, Saloni, Yayvo, Goto, Naqad, Jolo and Telemart</li></ul>	
<b>Al-Rehman Surgical &amp; Maternity Hospital</b> <i>Medical Office Assistant</i>	<b>Mar 2016 – Aug 2017</b>
<ul style="list-style-type: none"><li>• Welcomes and greets all patients and visitors, in person or over the phone</li><li>• Answers the phone while maintaining a polite, consistent phone manner using proper communication skills</li><li>• Responsible for keeping the reception area clean and organized</li><li>• Registers new patients and updates existing patient demographics by collecting detailed patient information in register and after that updated in MS Excel</li><li>• Facilitates patient flow by notifying the provider of patients' arrival, being aware of delays, and communicating with patients and clinical staff</li><li>• Responds to inquiries by patients, prospective patients, and visitors in a courteous manner</li></ul>	
<b>Unique Science Academy</b> <i>Instructor</i>	<b>Sep 2014 – Dec 2015</b>
<ul style="list-style-type: none"><li>• Preparing lesson plans, teaching classes and evaluating students' progress</li><li>• Encouraging students and acting as advisor for students</li></ul>	

- Conducted parent's teacher meetings , soft skills training sessions, activities to enhance confidence

#### **EXTRACURRICULAR ACTIVITIES**

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- Running Extracurricular sports voluntarily at Unique Science Academy.
- House Captain of Punjab College Sports
- Director General of Punjab College Debating Society

#### **SKILLS & INTERESTS**

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- Fluent in English and Urdu
- Adept at using MS Office, Video Editing, Multitasking Management.
- Business Development, Communication Skills, Customer Service, Influencing and negotiation skills, Interface with Vendors, Warehouse,
- Excellent communication skills and comfortable with working in a team.