

Curriculum Vitae



HAYA BABAR

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PROFESSIONAL OBJECTIVE

To get a challenging role in customer services where I can utilize my skills and experience and give a satisfactory service to the customer. It should also provide me the financial stability.

COMPUTER SKILLS

- Well versed with the use of computer.
- Excellent knowledge of MS Office in MS Word, Excel and PowerPoint.

EDUCATIONAL QUALIFICATION

- Matriculate, From **Babar English Medium School (Pirpiai)**, in **2019**.
- F.A (Arts), Passed from **Govt. Girls Degree College Nowshera**, in **2021**.
- Pursuing **BBA** from **Abdul Wali Khan University Mardan**

WORKING EXPERIENCE

- I have Experience of 6 Month **Montessori Teaching**.
- I have 1 Year Experience as a **Proctor** in **Govt. Girls Degree College Nowshera**.
- I have one year Experience as a **Customer Sales Coordinator** In **AirSial (Airline)** In Pakistan (2021 – 2022)
- I have one year Experience as a **Receptionist Cum Admin Assistant** In **Alqaro Roads Contracting L.L.C** (2022 – 2023) in UAE.
- I am currently working as a **Admin Assistant** in **Real Smart Tourism L.L.C** (2023 to till date)

PERSONAL QUALITIES

- Strong analytical and helping skills.
- Keeping itself calm in the situation of conflict.
- Remarkable patience and motivational skills Unmatchable communication skills in written and verbal both.

ACHIEVEMENTS

- Receive Many Appreciations in School by Participating in Every Event.
- I had got **1st position in athletics** in 2016.
- I had got **3rd position in athletics regional level** in 2016.
- Got a certificate of participation in outdoor activities.

SKILLS

- Warm Personality
- Sincerity and honesty
- Cross cultural sensitivity
- Detail Oriented
- Good communication skills
- Excellent interpersonal skills
- The ability to remain calm in emergencies or when dealing with difficult passengers.
- Diplomacy and tact
- Good color vision and hearing
- Good general health and fitness
- Assertiveness
- The ability to keep a cheery countenance when you've been on your feet a long time and you're out of your time zone.
- Customer focused.
- Caring and understanding
- Friendly and Positive

STRENGTH

Potential to learn and grasp quickly, diligence of work, adaptive to any environment, self-motivator and dedicated towards my work.

PERSONAL DETAILS

Date of birth	:	16 th July, 2002
Place of birth	:	Peshawar
Father name	:	Mr. Faheem Ullah Babar
Marital Status	:	Single

Languages known	:	English, Urdu, Hindi & Pashto.
Nationality	:	Pakistani
Heights	:	5' 2" (157.48 cm)
Strength	:	Hard work, Honesty & Quick Learning
Hobbies	:	Listening to Music, Singing Songs, Cooking.

QUOTE TO LIVE BY

"Customer service shouldn't just be a department it should be the entire company."

DECLARATION

I assure that all the above information given is true the best of knowledge & belief.

(HAYA BABAR)