



## HUNZILA SAJID

S/O Sajid Abdullah

- 18 Feb 1988
- Cnic No:17301-6992622-1
- 0313-9594955- 0331-9949496
- hunzila82@yahoo.com
- House No#3, Street # 3 Officers Homes Warsak Road Peshawar
- Passport No: CW5576221

## OBJECTIVE

To pursue a challenging career in a prestigious position having attractive working Environment, prospects of learning and growth, in-line with educational qualification, Skill, proficiency, experience and to utilize my capabilities to the fullest to improve and excel.

## SKILLS

MS OFFICE

PHP

C#

COMMUNICATION

PRESENTATION

LEADERSHIP

HARD WORKING

TIME MANAGEMENT

WORK EHTICS



## EDUCATION

**CITY UNIVERSITY OF SCIENCES & INFORMATION TECHNOLOGY  
PESHAWAR (PAKISTAN)**

2007 - 2012

BSE (HONS), Software Engineering

**KHYBER COLLEGE OF COMMERCE AND MANAGEMENT PESHAWAR (PAKISTAN)**

F.sc, Computer Science

**PESHAWAR MODEL SCHOOL**

Matric, Science



## WORK EXPERIENCE

**MARUBENI CORPORATION, LAHORE LIAISON OFFICE**

APRIL 2017 - CONTINUED

ADMIN & ACCOUNT ASSISTANT

**Marubeni Corporation is a Japanese multinational organization and has been working in Pakistan since 1985.**

**RESPONSIBILITIES: ADMINISTRATION DEPARTMENT**

- Procurement of office supplies
- Maintaining equipment & assets inventory control.
- Reservation of air tickets & hotels.
- Maintaining assets, devices & equipment in perfect conditions.
- Visa related matters with government departments.
- Any other assignment given by senior management.

**RESPONSIBILITIES: ACCOUNTS DEPARTMENT**

- Prepare Yearly Budget(s) & keep monitoring.
- Pre-audit of vendors invoices / bills.
- Tax related matters.
- Preparation of expense vouchers, staff salaries, traveling expense etc. due payments.
- Periodical accounting & reconciliation reports.
- Bank & Cash transactions.
- Compiling necessary documents & reports for annual audits.

**RESPONSIBILITIES: IT RELATED**

- Technical support
- Installing new hardware (servers, printers, etc.)
- Troubleshooting system and network problems

**SALEEM TRAVELS & TOURS**

APRIL 2013 - APRIL 2017

SALES EXECUTIVE

**Provide arrangements for large groups just as effectively as for individuals. Adept at putting together itineraries to match client schedules finding the most effective and cost-efficient travel method and adjusting to last minute changes in client travel plans.**

**Specializes in convention and field sales travel arrangements.**

**RESPONSIBILITIES:**

- Assist clients with planning of trips itineraries as well as sell all types of domestic international travel.
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Deal with occurring travel problems complaints or refunds
- Determine customers' needs and preferences, such as schedules and costs
- Plan and arrange tour packages, excursions, and day trips
- Find fare and schedule information
- Dealing with customer queries and complaints
- Make airline & hotel reservations as well as work with all travel related companies to make sure the clients travel needs are fulfilled accurately efficiently.
- Controlling credit and ensuring debtors pay on time
- Ensuring all payments amounts and records are accurate

# INTERESTS

- Reading Books
- Travelling
- Sports

## J SOFT SOFTWARE SOLUTION

SEPT 2012 - MARCH  
2013

### WEB DEVELOPER

**Responsible for creating the look and functionality of a website i.e., Internet mail server experience, and interactive page development, web forms, interactive databases, encrypted data access, and maintaining data security.**

#### RESPONSIBILITIES:

- Technical support for technology projects.
- Determine and execute system reconfiguration needs
- Establish end user service level agreements.
- Designing of Database
- Plans site design by clarifying goals designing functionality.
- Communicate project status and deliverables with managers and clients

## BANK OF KHYBER IT DIVISION HEAD OFFICE PESHAWAR

JUNE 2012 - AUG 2012

### INTERNEE

#### RESPONSIBILITIES:

- Manage information technology and computer systems
- Plan, organize, control, and evaluate IT and electronic data operations
- Design, develop, implement, and coordinate systems, policies, and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to
- Organizational policy
- Identify problematic areas and implement strategic solutions in time
- Preserve assets, information security and control structures

## HARDWARE, SOFTWARE, NETWORK INSTALLATION & MAINTENANCE OF COMPUTERS OF PGPI (POST GRADUATE PARA MEDICAL INSTITUTE) LRH PESHAWAR

JAN 2012 - JUNE 2012

#### SERVICES PERFORMED:

- Monitoring and maintaining computer systems and networks.
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults
- Providing support, including procedural documentation and relevant reports
- Supporting the roll-out of new applications
- Setting up new user accounts and profiles and dealing with password issues
- Electrical safety checks on computer equipment
- Local area networks (LANs) (WANs), connecting computers within a limited area.
- Technical support
- Replacing hardware parts as required
- Installing new hardware (servers, printers, computers, notebooks etc)
- Suggesting IT solutions to business problems



## LANGUAGES

English, Urdu, Pashto



## REFERENCES

Reference will be provided on demand