

SABA NOOR

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Professional Skills

Efficient and organized professional with extensive experience in Aviation Traffic / Operation & Management / Administration.

- Possess strong analytical and problem-solving skills, with ability to make well thought out decisions.
- Excellent written and verbal communication Skills.



Experience

Administrative Assistant :
OPEN VISION TOURISM - DUBAI UAE

- Visa Posting & Data Entries on official website.
- Attending customer inquiries & provide customer service.
- Follow up on pending daily routine tasks.

JUNE-2017 - Present

Customer Relationship Officer

Bank ALFALAH (PREMIER LOUNGE), Karachi-Pakistan.

- At Jinnah Terminal Airport
- Role at this job was to be responsible for new clients and assisting them in application applying process.
- Building Public Relations , Investigating Problems , Training Staff , Understanding the Customers Concerns , Communicating within the company and lastly Monitoring Competitors.

JUNE-2019

HR / Admin Officer

PATH FINDER GROUP, Karachi-Pakistan

- Business Management, Business Development HR Courses.
- Worked as a Trainee.

SEPT 2018 - FEB 2019

CABIN CREW (Chartered Flights)

AIRCRAFT SALES & SERVICES (PVT) LTD, Karachi-Pakistan

- In the General Aviation (JIAP).
 - providing excellent customer care to passengers while ensuring their comfort and safety throughout the flight.

PERSONALIZED SKILLS

- Results-oriented
- Business development.
- Emotional Intelligence.
- Organizational capacity
- Operability and commitment.
- Ability to motivate staff and maintain good relations.
- Resistance to stress.
- Good manners

Education

- BACHOLERS OF ARTS 2022
- Intermediate 2015
- Matriculation (Science) 1998

International Experiences

- MALAYSIA
- MACCAU
- THAILAND

DEC 2014 - FEB 2015

Trainee Traffic Assistant

SHAHEEN AIRPORT SERVICES, Karachi-Pakistan.

- Jinnah Terminal Airport.
 - To Build formats and maintain program schedules in the traffic systems, Reconciling traffic logs, Order entries, initiate projects for team.

AUG 2011 – OCT 2011

Main Model

MODELINK PRODUCTIONS CO, Bangkok-Thailand.

- McDonald's Advertisement.
- Japanese Pure Water Bottler Advertisement.
- Thai Baby Soap Advertisement.
- Thai Vaseline Product Advertisement.