



# Sana Khan

## Contact

- 📍 Dubai Deira
- ☎ 0544652049
- ✉ sanahamza778@gmail.com
- 🌐 hamzasana

## Languages

- English
- Hindi
- Urdu

## Skills

- Microsoft
- Excel
- Time Management
- Adopephoto
- Communication skills
- Meeting Deadline
- Team working
- Callings Handle Emails
- Cashier TT Remittance
- Meeting deadlines

## Hobbies

## Biography

To enhance my professional skills capability knowledge and organization which recognize the role of hard work and me with responsibilities and challenges a sales team established the objectives and the automatic lead qualification with the goal of improving responsibilities skilled and office administrative functions record management and customer service Achieve a customer satisfaction score of over 90% Dedicated to building a trustworthy brand image and bringing the best services to customers .

## Work

### I Tech Ibrahim institute

(Jan 2018 - Dec 2020)

#### Receptionist Admin

A Receptionist s duties and responsibilities include greeting visitors helping them navigation with. maintain calendars for appointments sort mail make copies and plan travel arrangements. Preparing meeting and training rooms. Answering phones in a professional manner and routing calls as necessary Scheduling appointments and manner. Able to contribute positively as part of a team helping out with various tasks as required

### GCC EXchange UAE

(Apr 2021 - Mar 2023)

#### Remittance wps cashier.

Cashier responsibilities including receiving payment all cash and credit transfers  
Prepare bank deposits by compiling data from cashiers verifying and balancing receipts and sending cash checks, or other forms of payment to banks. Transfer details from processing sheets. Reconcile records of bank transactions A Remittance Clerk is responsible for computing and collecting payments from customers for utility services or appliances A well-drafted Dealt

- Learning
- Social Networking
- Traveling

with the departments and determine if the information we collect is what is required for accurate reporting Ensured proper checking of different currencies before changing into local currency or other currencies.

## Education

<b>GG SS Girls Secondary School</b> Matriculation Science	<b>(Jan 2016 - Apr 2018)</b>
<b>Intermediate karachi baord</b> I-Com Accounts	<b>(Oct 2018 - Jul 2020)</b>
<b>B-COm</b> A.I.O.U	<b>(Mar 2020 - Present)</b>